

Communication Advisory Committee
APPROVED Minutes
May 17, 2010

Roll Call: Leila Fecho, Aline Booth, Patrick McGlamery, Richard Pellegrine, Ronald Schurin, Jaime Russell (staff)

Call to Order: 9:02 am, Conference Room C

Approval of Minutes: Minutes of Dec. 14, 2009 meeting were approved after a minor correction was made.

Public Comment: No public comment

Old Business:

- A. Committee Operations: Committee decided that its next meeting would be Monday June 21, 2010 from 10am to 12noon. Because of vacations the original submitted 2010 meeting schedule has had to be revised. It was also decided that the committee need not meet more than once a month.
- B. Budget Process: It was noted that the Town Meeting sign at the Municipal building was in a group with other signs and did not stand out. It was suggested that Council look into a freestanding sign similar to the one at District 19, E.O. Smith. It was also suggested that sandwich-board type signs announcing important votes, etc. be placed at the schools, fire stations and perhaps the Landfill.
- C. Communications membership status: The committee welcomes Ron Schurin as a new member. The committee lacks two members and an alternate. Jaime Russell called the committee's attention to a "Volunteer Opportunities" flyer that had been prepared by the Committee on Committees. It was suggested that this flyer should be posted at Town Hall, the Community Center and at other town buildings. It was also suggested that the flyer be condensed and published in newspapers and posted on the Website. It was also noted that the Council keeps generating committees and, that over time, the number of committees has grown. Perhaps the Council should think about phasing out some of these committees whose charge has come to an end. It was suggested that UCONN students be encouraged and considered to fill the void of volunteers willing to serve on committees. Ronald Schurin agreed to make appropriate contacts.

New Business:

- A. Communications: From the Town Council came the request that the committee consider ways that facilitate residents communicating with the Town. It was determined that town officials spend an inordinate amount of time providing a small group of people with documents and other governmental records. There was a lengthy discussion of "freedom of information" and all of the ramifications of those acts. It was suggested that a pamphlet stating the rules and charges of freedom of information be structured and given out as people

with requests for information appear. To facilitate understanding of the budget in "full," it was suggested that, along with the outline of the budget, information be added that explains where on the Town's Website, more in depth budget information can be found. There is suspicion that not all seekers of information from the town get courteous treatment, and that perhaps some sensitivity training could be justified. Perhaps some of the tensions could be eased if the town developed an index to its Website for items that residents are interested in, such as administrative contracts and salary schedules and contracts for various groups. No groups of citizens should be considered a bother when they appear at meetings, ask questions or make statements.

B. Agenda, Next meeting: Jaime will prepare an agenda and send it with meeting notice.

C. Resignation: The Committee accepted the resignation of Joseph Blyskal.

Adjournment: Meeting adjourned at 11:00 am.

Respectfully submitted, Richard Pellegrine, acting Secretary