

**TOWN OF MANSFIELD
COMMUNICATIONS ADVISORY COMMITTEE**

Monday, Sept 21, 2010
Mansfield Community Center Conference Room

APPROVED Minutes

Members Present: Aline Booth, Leila Fecho, Patrick McGlamery (chair), Ronald Schurin

Elected Officials and Staff Present: Jaime Russell, Mary Stanton

I. Meeting called to order at 10:02am by chairperson McGlamery

II. Approval of Minutes – With changes, minutes approved unanimously.

III. Public Comment – None.

IV. Old Business –

A. Committee Membership Status: Leila Fecho accepted Full Time member.

B. Freedom of Information

- The June 7th draft letter of how to communicate with the town was approved unanimously to send on to the Town Council.

- Freedom of Information discussion with Mary Stanton. She receives 2-3 written requests for information per week. The Town Clerk's Office numerically record who it is from, what they request, and when action is taken on it. They first determine if the information already exists in the manner they have requested it. The town has a brochure on FOIs for committee members. Aline Booth noted some omissions; the Committee offered to work with the Town Clerk's office to review the brochure. A FOI brochure does not exist for citizens. Mary Stanton will draft a document, from the committee brochure for citizens.

- Committee members were asked to 'test' Town web site by making 'queries' to determine its effectiveness in providing timely information. Ron searched for “overnight parking” and could not find it. Coincidentally, Patrick searched for “parking ordinance/s” and got 681 responses, mostly minutes and agendas, went to the Data Center and found 654. He also searched for “landlord” and got a huge number. The current ranking is based on the frequency of times the character string “parking ordinance” appears in a document sequences where it is placed on the list. Control over the tool that is behind the sequencing is difficult. Patrick to draft a Problem Statement for the next meeting.

V. New Business

A draft document was presented by Leila on the Parking Signs based on the results of the survey. It is going to be a topic for next meeting.

VI. Reports – no additional reports

VII. Communications – no additional communications

VIII. Agenda for Next Meeting – set for October 19th at 10a in the Town Hall

IX. Adjournment –meeting adjourned at 11:08a.

Respectfully Submitted, 9/29/10

Leila Fecho, Secretary pro tem