

**School Building Committee  
Communication Subcommittee (SBC~CS)  
Meeting Minutes**

**April 10<sup>th</sup>, 2023- 6:45 pm**

Medfield Town House, 2<sup>nd</sup> Floor Chenery Hall, also available via Zoom

PRESENT:           Teresa James  
                          Robert Meany  
                          William Werner  
                          Carolyn Casey

1. **Scheduling Future Meetings:** Discussion of possible meeting days/times. Next two meetings are scheduled for April 18 & 25 @ 7:00 pm. Next meetings will probably be in the Warrant Committee room.
  
2. **Nomination for SBC~CS Chair.** Teresa nominated Carolyn, seconded by Bob. All in favor.
  
3. **How should we begin? Discussion & Brainstorming**
  - Trust. We need to establish trust early with the entire community.
  - This will be a long process. Begin with a foundation that establishes many avenues for receiving information and educates the community on a regular basis.
  - Make sure we get the order of operations correct.
  - Core building blocks need to be flushed out.
  - There are many ways to communicate.
  - Build credibility by sharing the challenges as the process moves forward as well as next steps.
  - People need to know where, even years down the road, to find the information.
  - The process of communication during the hospital project has been brought up as a model for the SBC.
  
4. **Possible sharing avenues~ Needs to be townwide.**
  - Newsletter, mailings, meetings, town alerts (how do we encourage people to sign up?) specific groups in town including the school groups, Patch, surveys,
  - Get mailings lists that other groups in town have used.
  - The entire SBC will need to be part of the “Reach Out” campaign. The SBC~CS can facilitate the process, and determine what new information is needed.
  - SBC Bylaw states that the SBC will give regular updates to the Select Board.

## 5. **Consultant?**

- Are we ready for that yet?
- SBC will need to decide how we want to use a consultant: For communicating? For helping the whole Committee make decisions about the process? For creating and finding ways to share messages? All of the above?

6. **Town Meeting:** Should the SBC use the Town Meeting to begin to inform the community that we have started? How would we do that? Bill will take a stab at drafting something to say at Town Meeting.

## 7. **Next Steps:**

- Start a list of questions (google docs) that people may ask, and information SBC may want to share (Teresa). Discuss and expand the list at the next meeting.
- Share with SBC about how we are starting to reach out.

8. **Public Participation:** Chris Potts- suggests that we use/find the last SBC list, possibly Tom Erb has it? Kristine Trierweiler will check that out.

9. **Adjournment @7:30:** Bob made a motion to adjourn, seconded by Bill. All in favor.