

**Town of Winchendon
Communications Committee Meeting Minutes
March 6, 2019
Town Hall 4th Floor Conference Room
109 Front Street, Winchendon, MA 01475**

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SEP 26 2019

WINCHENDON TOWN CLERK

Present:

Ray Coe, Chairman
Guy Corboseiro, Vice Chairman
Barbara Anderson, Secretary

Missing: Greg Vine

The Chairman called the meeting to order at 6:00 p.m. with an equipment update: He had scheduled Don O'Neil, Town Technician, to speak to the group, but due to a conflict, he was unable to attend. The Chair stated that some of the equipment had been updated, and some was still not working properly. He stated that he would re-schedule Mr. O'Neil for our next meeting.

Mr. Corboseiro asked if the public was able to instantly watch meetings from our website yet, to which the Chair stated that they could not. The town is currently working to make this application functional.

The committee moved to elect officers. Corbosiero moved to have Ray Coe remain as Chair of the Committee, the motion was seconded by Anderson. All voted in favor.

Anderson moved to have Guy Corbosiero serve as Vice Chair of the Committee, the motion was seconded by Coe. All voted in favor.

Coe moved to name Anderson as Recording Secretary, the motion was seconded by Corbosiero. All voted in favor.

The Chair confirmed the email and contact information of the members.

The Chair asked if any members had any ideas for the enhancement of communication.

Corbosiero responded by saying that he would like to see a training sessions for the various committees that serve the town. It is important for everyone to understand the complexities of videotaping meetings and members should know how to make sure meetings are optimized for the viewers at home. Corbosiero also stated that the Planning Committee had started taking advantage of the video display that is available; he would like to see the addition of a pointer. Coe stated that he would like talk to Mr. O'Neil about a laptop upgrade, as it is sorely needed. He also stated that we needed to upgrade the radio, as there is currently no sound on the local access channel.

Anderson said that she would like to take advantage of remote access to video tape external activities such as graduations, parades, festivals, etc. She also stated that she would like to look into a weekly news program to provide and update the public with information since there isn't access to a town newspaper and not everyone has internet capability.

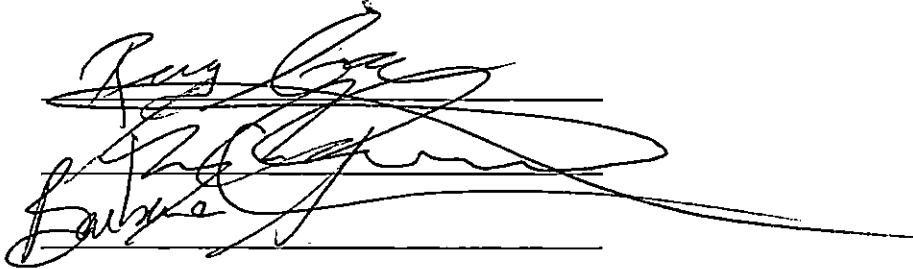
The Chairman stated that he would like the Committee to visit other local stations so that everyone could look at what is available and get an idea of what we would like to see upgraded.

Mr. Corbosiero also stated that we should reach out to the Winchendon School and Murdock High School to seek student volunteers.

The Committee agreed to set future meeting dates for the 3rd Wednesday of every month, starting at 6:00 p.m.

The meeting was adjourned at 6:45 p.m.

Communications Committee:

Two handwritten signatures are written over two horizontal lines. The first signature is a cursive name that appears to be "Ray" followed by a last name. The second signature is also cursive and appears to be "Laura".

9/25/2019
