

Tuesday, June 14, 2022 at 6:30pm

Town Office, 1 Dalton Road, Brentwood NH 03833

MEETING AGENDA

- 1. Introduction**
- 2. Meetings**
 - a. Meeting time(s), place and attendance
 - b. Meeting format & procedures
- 3. Development of Mission Statement**
 - a. Set expectations, transparency
- 4. How to Establish Communication Needs**
 - a. Scope of town departments, committees
 - b. How to seek and establish communication goals with town employees
 - c. Discuss polling the community for desired communication from town
- 5. Town Facebook Page Planning**
 - a. Review existing Facebook pages and posts
 - b. Discuss how to establish a unified social media presence
 - c. Timeline and process for collecting information for calendar planning
 - d. Guidelines for information gathering: who, what, where, when, how
 - e. Discuss reasonable launch date
- 6. Action Plan**
- 7. Set Agenda for Next Meeting**
- 8. Non-Public Session:**

May be called at any time in accordance with Chapter 91A:3II, a, b, c, d, e, i
- 9. Public Comments**
- 10. Any other matter that may legally come before the Board**
- 11. Adjourn**