

Hampton Town Hall Newsletter Workgroup
July 28, 2022
Minutes

1. **Call to Order** - Workgroup was called to order at 1:05 PM by John Tillinghast
2. **Discussion of concept of newsletter** - It was agreed that the newsletter is intended to be an informational communication for the Town Hall mailed to all residents in Town. Latest census estimated 750 households in Hampton
3. **Contributors** - The workgroup reviewed newsletters from other Towns/Town Halls and determined that to start contributors will include Town Hall Departments, possibly Fletcher Memorial Library (if they wish to contribute), Fire Department, Dept. of Public Health, Agent for the Elderly, Animal Control (NECCOG), Public Works, Cemetery Association.
4. **Layout** - The workgroup agreed to an 8 page layout for the initial issue and would discuss page layout at the next meeting. Front page will be an introduction to the newsletter and "In this issue", back cover to include directory and mailing label.
5. **Content for different page types** - The workgroup agreed to a 8 page layout for the initial issue and would discuss page layout at the next meeting.
6. **Timing of issue releases and first deadline** - The workgroup decided on Mid-September to October 1. Perhaps second issue in January, third issue in May.
7. **Printing and mailing costs** - The budget line item is \$2,500. The workgroup discussed pros and cons of printing in-house vs. a printing company. The workgroup will ask for a quote from the printing company to include printing and mailing.
8. **Assignment of work group** - It was agreed the workgroup for the first issue would include the Selectmen and Town Clerk. Each of the Selectmen agreed to work on content and coordinate with various Departments.
9. **Audience for citizens** - none.

Workgroup decided to meet again Thursday August 4th 1:00 PM.

10. **Adjournment** - Meeting adjourned 2:00PM