

Hampton Town Hall Newsletter Workgroup Minutes

September 1st, 2022

5:30 PM

Town Hall Community Room

1. Call to order. John Tillinghast call to order 5:30 PM.
2. Approval of Minutes from August 25, 2022. Shannon Haddad moved / John Tillinghast seconded. Motion carried.
3. Contributors to include in the 1st issue.
 - a. Selectman Cahill on behalf of BOF (1 page) - Cover
 - b. Town Clerk (1 page) -
 - c. Tax Collector (1/2 page)
 - d. Treasurer (1/2 page)
 - e. Assessor (2 pages)
 - f. Agent for Elderly (1/2 page)
 - g. ROV's – nothing received to date. (1/2 page)
 - h. Transfer Station info page & October sales schedule. (1 page)
 - i. Building Department (1 page)
 - j. Directory & Mailing (1 page) – back page
4. Contributor Contact. Each department head is the point of contact.
5. Layout. (see item 3). Also, will be single column for this first issue with exception of front page. Administrative Assistant will to typing and adding content to the document.

FAQ's need to be compiled. Each contributor will come up with FAQ's and either they will be answered on each page or a general list can be created.

Also we would like to include a way for people to submit requests for topics to be covered in future newsletters by contacting the Assistant to the Selectmen.

6. Printing & mailing costs. &
7. Printing Requirements.

Chase graphics is the best price / quote at \$.72/copy printing & mailing. Shannon will follow up with additional questions:

- a. Is the quote for flat mailer or folded mailer?
- b. What is the lead time needed?
- c. Is the price the same for 1,150 copies?

We will submit the newsletter electronically in Publisher.

8. Audience for Citizens. None.
9. Next meeting Thursday Sept 08, 2022 5:30 PM
10. Motion to adjourn 6:12 PM Bob Grindle / Allan Cahill second.