

# Hampton Town Hall Newsletter Working Group Meeting Minutes

August 18<sup>th</sup>, 2022

## **1. Call to Order – 4:17 PM**

- a. Members Present – Selectman John Tillinghast, Town Clerk Shannon Haddad, Assessor Jody Heon, Administrative Assistant Cassie Haddad

## **2. Approve Minutes of August 4<sup>th</sup>, 2022**

- a. Shannon Haddad made motion to approve/Selectman Tillinghast seconded. Unanimously passed.

## **3. Contributors**

- a. Selectman Tillinghast spoke with Assessor Heon about adjusting her section to make the font size bigger. Selectman Tillinghast then stated the list of contributors as of right now is the Town Clerk, Selectmen's Office and Selectmen, Treasurer, Assessor, and possibly the Tax Collector.

## **4. Layout**

- a. No changes

## **5. Printing and Mailing Costs**

- a. Town Clerk Haddad stated she received a quote from Chase printing company for an estimated amount of \$626 for printing and \$201.40 for mailing.
- b. Selectman Tillinghast stated he received a quote from a printer in Willington for the estimated amount of \$960 total; after printing and mailing.
- c. Still waiting on an estimate from Gulemo printing company.

## **6. Audience for Citizens – None**

## **7. Adjournment**

- a. Selectman Tillinghast made motion to adjourn at 4:40 PM / Town Clerk Haddad seconded. Unanimously passed. Adjourned at 4:40 PM