

# Hampton Town Hall Newsletter Workgroup Meeting Minutes

August 4<sup>th</sup>, 2022

## 1. Call to Order – 1:10 PM

- a. Members Present: First Selectman Allan Cahill, Selectman John Tillinghast, Selectman Bob Grindle, and Town Clerk Shannon Haddad.

## 2. Approve July 28<sup>th</sup>, 2022 Minutes

- a. Selectman Tillinghast suggested the following additions:
  - i. Noting that the members present were First Selectman Cahill, Selectman Grindle, Selectman Tillinghast, and Town Clerk Shannon Haddad.
  - ii. Under item number five, the working group decided to request that departments submit general statements regarding department function and general activities.
- b. Selectman Grindle moved to approve the minutes as amended. First Selectman Cahill seconded. Unanimously passed.

## 3. Reviewed Tax Assessor's First Submitted Draft

- a. All members present suggested edits and ways to simplify it but stated all the information submitted was overall very good and important.

## 4. Layout

- a. All members present agreed the first and last page be cover pages.
- b. Selectman Grindle suggested the second page be dedicated to the Selectmen's Office, the third page be dedicated to the Town Clerk, and the next one to two pages be for the Tax Assessor. He also suggested that each department have a "Frequently Asked Questions" section in each of their pages.
- c. All members agreed that depending on how many other departments submit something and how long it is, their sections can be either half a page or even a third of a page.
  - i. Those other departments being: Building & Land Use, Animal Control, Emergency Management, Public Works, Registrar of Voters, Agent for the Elderly, etc.

5. First Selectman Cahill stated an “In Case of Emergency” section should be added. Also, the date to present the idea of merging the two Elementary Schools of Hampton and Scotland to both the Board’s of Education should be added in the first edition.

**6. Printing and Mailing Costs**

- a. Selectman Tillinghast stated he has contacted a printer in Willington
- b. Selectman Grindle suggested contacting Gulemo Printers in Windham
- c. Town Clerk Shannon Haddad suggested Chase Graphics in Putnam
  - i. All of these members will contact these places to receive a quote for the cost of 800 copies being printed and mailed door to door.

**7. Audience for Citizens – None**

**8. Next Meeting Date**

- a. Next meeting has been set for Thursday August 18<sup>th</sup>, 2022 at 4:15 PM at the Town Hall in the Community Room.

**9. Adjournment**

- a. Selectman Tillinghast made motion to adjourn at 2:00 PM/Town Clerk Shannon Haddad seconded. Adjourned at 2:00 PM.