

**Town of Somerset**  
**Communications Committee Meeting Agenda**  
**Monday, October 9, 2023**  
**5:00 p.m.**  
**Zoom**

1. Call to Order
  - a. Attendance:
  - b. Notetaker
  - c. Approve Agenda of Current Meeting
2. Approve Minutes from Last Meeting (September 11, 2023)
  - a. Announcements
  - b. Date for next meeting: November 13, 5:00
3. New Town website
  - a. Report from Deputy Town Manager
  - b. Committee's page on the website: discuss draft provided
    - i. Note need to include agendas and minutes
  - c. Discuss confidentiality issues, including with respect to Town Journal
  - d. Discuss coordination/consistency of calendars across Town publications
4. Resource Guide/Directory update
  - a. Discuss process, timing, particularly regarding inclusion on website
    - i. Will the Directory remain a PDF?
  - b. Discuss committee's role, if any, for Directory (note inclusion of this activity in committee's charter)
5. Coordination with Newcomers Committee
  - a. Inclusion of newcomer information in Town Journal: Ilene will check with Linda and/or Phyllis
6. Town Journal update
7. Lecture series
  - a. Choice of speakers
  - b. Communications with potential speakers
  - c. Times for the series
  - d. Publicizing the series
  - e. Name of the series: perhaps a variant of "The Somerset Series," begun in 1982