

COMMUNICATIONS COMMITTEE  
MEETING AGENDA  
June 30 2022 - 4:00 PM  
Hopkinton Town Hall, 1 Town House Road, Hopkinton, RI 02833

**HYBRID MEETING BEING HELD IN PERSON AND REMOTE (HYBRID)**

To attend the meeting remotely, please connect in by 4:00 PM. Participants will not be able to connect before the host begins the session, anyone trying to connect who are unable to do so should try again after 4:00 PM.

**Webinar ID: 828 9070 7052**

**Passcode: 465645**

**Dial-In Number: 1-301-715-8592**

Weblink: [https://us02web.zoom.us/j/82890707052?pwd=sLAvunj6hwE3r\\_D5YU0mSTIJ0K2ukK.1](https://us02web.zoom.us/j/82890707052?pwd=sLAvunj6hwE3r_D5YU0mSTIJ0K2ukK.1)

To 'Raise your hand' in Zoom:

**By Computer:**

Click "raise hand" from the Zoom menu bar and wait for the meeting host to ask you to unmute. Once asked to unmute, press "unmute" to unmute and speak.

**By Phone:**

Dial \*9 to "raise your hand" and wait for the meeting host to ask you to unmute. Once asked to unmute, dial \*6 to unmute and speak.

**"Please remember when making a public comment to state your name and address before speaking."**

4:00 PM Call to Order – Moment of Silence and Salute to the Flag.

Approval of June 16, 2022 Meeting Minutes

Report: What number defines a quorum for this committee - Town Clerk.

Reconsider, discuss and possibly vote to adopt the Communications Committee Vision Statement, which was offered at last meeting.

Brief summary of responses from social media posts and previous public comment - Sara.

Public Comment.

Preliminary report of present communication system – outline/diagram/flow – Etta.

Share ideas and discuss the status of Town Website and planned update and other digital platforms presently used by the Town of Hopkinton. – Guest, IT Director Jeff Frenette.

Discuss email newsletter ideas, including platform, frequency, who might do it, best way to do initial outreach etc.

Consider and possibly vote on recommendations/updates to Town Council.

Future agenda items.

Set July and August meeting dates.

Adjournment.

If communication assistance (readers/interpreters/captions) is needed or any other accommodation to ensure equal participation by any person, please contact the Town Clerk's Office at 377-7777 (V) or 377-7773 (TDD) at least two (2) business days prior to the meeting.

Posted: June 27, 2022 - Town Hall, Hopkinton Post Office, RI Secretary of State website.