

COMMUNICATION COMMITTEE  
ORGANIZATIONAL MEETING MINUTES  
May 17, 2022

The meeting was held at the Hopkinton Town Hall, 1 Town House Road, Hopkinton, RI 02833 scheduled for 6:30 P.M. The meeting was a hybrid meeting; in-person and on Zoom.

Present: Caleb Grant, Etta Zasloff; Town Councilor & Council Liaison Robert Marvel; Town Clerk Elizabeth Cook-Martin. Sarah Steverman participated remotely.

The meeting was called to order with a moment of silent meditation and a salute to the Flag at 6:37 P.M. by the Town Clerk who then proceeded to swear in the members of the committee. She distributed information including the charge for the committee. Councilor Marvel noted the deadline on the charge for this temporary committee is June 6, 2022 but that deadline may be extended to the first meeting in December; the extension will be considered on the June 6, 2022 Town Council Agenda.

The Town Clerk briefly reviewed the requirements of the open meetings law and the importance of adhering to its requirements for properly posting agendas and taking minutes. Individual committee members will forward agenda requests to either Councilor Marvel or the Town Clerk initially. Copies of the law were provided. She advised that a member will need to prepare and submit agendas and prepare committee meeting minutes and she offered her assistance in helping with that to get them started.

Regarding organization of the committee, this will be determined at a later date. The hope is that more members will be appointed going forward so that they have a full committee of five members.

The committee discussed their schedules and determined they would like to begin meeting two times per month, choosing the first and third Thursdays as this was an amenable day where all were available. The first two dates will be June 16 and June 30, 2022. Initially, 3:00 PM was considered but upon further consideration, 4:00 PM was chosen. Meetings will be held in the Town Hall Meeting Room to allow the use of the hybrid system.

The Town Clerk will provide contact information for the Chairpersons of Boards and Commissions to Councilor Marvel. Councilor Marvel will go through the Town Manager for outreach to town departments. Sarah Steverman asked if it would be appropriate to reach out to citizens via various social platforms to ask what they might like to see for communications to aid them in their study.

The meeting adjourned at 7:10 PM.

Respectfully submitted:

Elizabeth J. Cook-Martin  
Town Clerk