



**Winchester Communications Study Committee Approved Minutes
February 3, 2022 via Zoom**

Town Moderator Heather von Mering called the meeting to order at 7:00 p.m. Present: Catherine (“Casey”) Bauer, Lance Grenzeback, Tara M. Hughes, Shukong Ou, Carol Savage, Dorothy Simboli, Betsy Wall, Joyce Westner, Roger Wilson

Also present Ex-officio Town Moderator Heather von Mering, Acting Town Manager Beth Rudolph, Town Clerk MaryEllen Lannon, Winchester Public Schools Acting Superintendent Frank Hackett, Winchester Public Schools Operations Manager Andrew W. Marron.

Heather von Mering opened the meeting and asked each member to introduce themselves with a brief description of their qualifications. She then reminded the committee of the goals and substance of the 2021 Fall Town Meeting Article 31, especially the charges to provide an interim verbal and/or written report to 2022 Spring Town Meeting and a final written and verbal report to 2022 Fall Town Meeting. She will investigate whether Precincts 4 and 7 can still designate a member of this committee.

MaryEllen Lannon told us that a quorum for our group is six members. She reminded the members of how the state’s Open Meeting Law affects our procedures, including that meetings must be open to the public, notices of meetings must be posted at least 48 hours before the meeting, and the notice must be time-stamped by the clerk. Minutes must be kept and posted on the town’s website. Members can email to each other agenda items, scheduling, reports or useful documents but not discuss these items by email. The committee can appoint subcommittees, each with five or fewer members, not subject to the Open Meeting Law. MaryEllen offered to set up an online location for the committee to store our documents.

She also told us we must elect a chair, vice-chair and recording secretary; nominations ensued and unanimously elected were Lance Grenzeback as chair, Carol Savage as vice-chair, and Joyce Westner as recording secretary.

Lance went over the “Draft Work Plan” document sent to the members and reminded us that work plans change all the time. The committee then had a roundtable discussion of what communication issues we think need improvement. These will be posted on the document location set up by MaryEllen.

Next meeting will be via Zoom on Thursday, Feb. 10 at 7. The meeting adjourned at 9 p.m.

Respectfully submitted,
Joyce Westner, Recording Secretary