

Special Meeting Agenda
Farmington High School Building Committee
Communications Subcommittee
Monday, May 1, 2017
Council Chambers
8:30 AM

- A. Call to Order.
- B. Public Comment.
- C. To approve the attached March 3, 2017 minutes. **(Attachment 1)**
- D. To review and approve various marketing materials.
- E. Other Business.
- F. Adjournment.

cc: Subcommittee Members
Paula Ray, Town Clerk

Minutes are considered "DRAFT" until approved at next meeting.

Special Meeting Minutes
Farmington High School Building Committee
Communications Subcommittee
Friday, March 3, 2017

Present:

Kathy Eagen, Town Manager
William Wadsworth, FHS Renovation Committee Chair
Jean Baron, Subcommittee Member
Justin Bernier, Subcommittee Member (by phone)
Kathryn Howroyd, Management Specialist
Marc Sklenka, Colliers International
Suzy Schuck, Kaestle Boos Associates
Kris Dargenio, Kaestle Boos Associates

A. Call to Order.

The meeting was called to order at 12:38 p.m.

B. To approve the attached January 9, 2017 minutes.

C. Upon a motion made and seconded (Baron/Bernier) it was unanimously VOTED: to approve the January 9, 2017 minutes.

D. To review and approve various marketing materials.

The committee reviewed the attached draft newsletter for the FHS Building Project. The subcommittee had general discussion on what should be included and how information should be presented to the community. The newsletter will include project history, important dates, information regarding the features of D1. It was also suggested that pictures of community meetings, presentations and visioning session be included to highlight and encourage community involvement in the process.

It was determined that a more detailed letter will be sent after the community meeting on March 30th, and the save the date letter that has been distributed for previous community meetings will be sent again. Kat will update the save the date letter and send to the subcommittee for review in order to get it to the printer the week of March 13th.

E. Other Business.

None.

F. Adjournment.

Upon a motion made and seconded (Baron/Bernier) the meeting adjourned at 1:30 p.m.

Respectfully Submitted,

Kathryn Howroyd, Management Specialist