

**BELMONT HIGH SCHOOL BUILDING COMMITTEE**

**COMMUNICATIONS SUBCOMMITTEE**

**MEETING MINUTES**

February 12, 2018

Burbank Conference Room

7:45am

RECEIVED  
TOWN CLERK  
BELMONT, MA

2018 FEB 27 PM 3: 06

Meeting #3

Subcommittee members attending:

Jamie Shea, Tom Caputo, Chris Messer, Diane Miller

Subcommittee members absent: none

In attendance: Hannah Fisher

1. Call to Order – the meeting was called to order at 7:50am by Jamie Shea.
2. Discussion of upcoming media and community outreach – ongoing progress on revamping website, progress on 2 videos, discussion about creating another communications calendar
3. Discussion of FAQs – Hannah has been working on updating FAQs and will send to us to review
4. Date of next subcommittee meeting – Monday 2/26 at 7:45am, Burbank Conference Room
5. New business-none
6. End meeting – The meeting ended at 8:45am by Jamie Shea.