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DATE: November 18, 2021  
TIME: 10:18 AM

**Town of Belmont**

Communications Subcommittee of the Warrant Committee

**Minutes: Subcommittee Meeting**

Tuesday, October 5, 2021, 8 am

Via Zoom

Committee Attendees: Ellen Schreiber, Laurie Slap, Anne Helgen, Liz Goss, Chris Doyle

Absent: Paul Rickter

1. Approval of Minutes – Minutes for the September 20, 2021 meeting were approved unanimously.
2. State of the Town Report – Anne Helgen and Laurie Slap reviewed the current rough draft, based on similar reports from Weston and Lexington. Subcommittee members suggested edits and clarifications. Anne and Laurie reported that they plan to meet with Town Accountant Glen Castro on October 7<sup>th</sup> to ask for additional data. Chris Doyle offered to help collect information pertaining to pension and OPEB liabilities previously collected by the Pension/OPEB/Debt subcommittee.
3. ‘Explainer’ re American Rescue Plan Act (ARPA) funds – Subcommittee members reviewed the draft prepared by Paul Rickter and discussed when it would be most helpful to release to the community. Ellen Schreiber will follow up with Paul re the final draft.
4. Next steps: complete draft of State of Town; distribute Explainer on ARPA; record podcast re Free Cash. Next Meeting Monday, October 18, 6-7:30 pm and biweekly meetings then commence on Wednesday, November 3 at 8 am.

The meeting adjourned at 9:26 am.