

## Community Relations Committee Meeting Minutes

Friday, July 29, 2022

**In attendance:** Edie Dondero, Chair; Margaret Oliver, Lisi Biciocchi, Ingrid Moore, Shelly Levey

1. 10:03- Call to order
2. **Introductions of committee members**
3. **Review of Guidelines, Mission/Purpose, Procedures and Scope of Work**

Committee Guidelines: Edie sent via email for all to review. Meetings are open to the public and agendas posted on town website 7 days in advance. Goal is to stick to the agenda. Minutes are also posted online.

Mission/Purpose: Discussed new mission statement & merging of 2 committees to 1. New mission combines those of 2 previous committees: communications & public relations and community enhancement. New name of Community Relations was discussed and agreed upon.

Procedures: Meetings to be scheduled throughout year (can be done via call in if unable to attend in person). Minutes are taken at each meeting with rotating responsibility. Edie to review minutes, disseminate to committee members for input/update, & are then approved at the next meeting. Meetings to occur approximately every other month. December meeting will include discussion of next year's initiatives so that budget requests can be submitted by Jan 1. Fiscal year runs May 1- April 30.

Scope of Work:

Beautification: Adopt-a-Canal End program. Edie to determine which canal ends still need adoption. Discussion of landscaping of town property and encouraging stewardship by individual property owners.

Events/Education: Annual bonfire scheduled for October and a to-be-planned tree lighting or holiday event for December. Details of latter tbd at September meeting.

Communications: The monthly e-newsletter was discussed. Some are experiencing issues reading it on their phones. Edie will see about communicating a work-around for the problem and seeing that each issue is posted on the Town website. Town doesn't collect emails from all residents so not all receiving newsletter. Suggestion to require property owner email on annual Rental Declaration Form. Coffee & Conversations- mixed results; some meetings well attended & others with smaller participation. August Coffee & Conversation is with Chief Lovins on Friday, August 26<sup>th</sup>. Website improvements are coming. Working on updates to Visitors and Committee pages.

Monitor & maintain existing Initiatives: Bike Repair station, art at entrances to beach, fitness area, Little Free Libraries, welcome signs, beach entrance planters & trash containers, route 1 rain gardens, & interpretive panels by Town Hall. It was noted that the Cat Hill entrance sign could use replacing and that the trash containers at beach walkways may need to be modified to allow easier access for trash pickup.

#### **4. Review of Budget and Planned Projects for Fiscal Year 2023**

Adopt a Canal: Minimal funds have been spent to date. Unclaimed canal ends to be identified & discussed at next meeting. Canal end at Peterson & Anchorage Drives: bulkhead was replaced and landscaping installed. Two benches to be placed at that canal end: one purchased by SBPOA and other by a neighbor. Both are to arrive soon.

Flags for Heroes: funds in budget to replace flags, as needed.

Coffee & Conversations: Nominal expenditure each month for coffee. Will continue throughout year unless Town Hall renovations impede use of meeting room.

Family Beach Party/Bonfire: not happening in August, 2022 as originally planned. May re-direct funds for an Earth Day Event in April, pending Council approval.

Community Bonfire: to be held 10/8. Details to be planned at next meeting.

Tree Lighting/Holiday Event: To be planned at next meeting

Bike & Ped Safety Event: Big success with ~200 people attending and about \$1k spent.

Sandpiper Village HOA donation: The Committee received a donation from Sandpiper Village for town beautification. Donation will be used for fall bulb planting (likely daffodils) on Route 1. Finals plans will be addressed at September meeting.

#### **5. Community Feedback from July Coffee & Conversation**

Positive feedback from community with 18-20 attendees. No feedback relevant to the Committee was offered. Topics of discussion included propane tanks, underground propane lines, Comcast project, above ground power lines & poles.

#### **6. Renaming the Town Newsletter**

Plans are in the work by staff to refresh and rename the Town's Zephyr newsletter (sent out 2 times per year). The committee will solicit name ideas from residents. The winner gets bragging rights if their name is selected for the newsletter; no prize necessary.

#### **7. Discussion of Possible Photography Contest**

The idea of holding a photography contest was discussed as a way to get new photos for the website and use on publications. Pictures must be taken in South Bethany (beach to bay pics qualify) and anyone submitting a picture will give SB authorization to use the

photograph in town publications. Lisi to further research contest ideas and rules prior to our announcement of the contest.

September meeting scheduled for Monday, September 19<sup>th</sup>.

11:32- **Meeting adjourned**

Minutes submitted by Shelly Levey