

THE TOWN OF LAUREL  
COMMUNICATION COMMITTEE

Laurel Town Hall

201 Mechanic Street

April 30, 2026

6:30 p.m.

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. NEW BUSINESS
4. OLD BUSINESS
  - a. trifold layout
  - b. Identify and finalize key content for inclusion in brochure
  - c. Finish defining Menu selections from Home Screen tabs (Departments, Documents, Resources).
5. DISCUSSIONS
  - a. Continue refining brochure:
    - o Content
    - o Layout sections (including possible events panel)
    - o Draft brochure to be reviewed at next meeting
  - b. Continue discussion on Menu content for Departments, Documents and Resources.
6. PUBLIC PARTICIPATION/COMMENT
7. ASSIGNMENTS FOR NEXT MEETING
  - a. Cheryl - Continue development of the Welcome Brochure
  - b. All - Review the provided list of phone numbers and resources for brochure and identify the most relevant contacts for inclusion in the brochure
  - c. Sharon - Reach out to Paula Shannon (local photographer) to:
    - o Provide approximately 5–12 photos of the town
    - o Include both existing and new images
    - o Use Paula’s recommendations for visually strong selections
  - d. Confirm publication schedule for Newsletter (quarterly vs biannual) and next publication date.
8. ADJOURN

*Note to the Public: In accordance with 29 Del. C. § 1004 (e) (2) (3), this agenda was posted on April 23, 2026 at 2:00 p.m. at the time it was prepared by Secretary Jill Cranmer at least seven (7) days in advance of the meeting. This agenda is subject to change to include the additional items including Executive/Closed Session or the deletion of items including Executive/Closed Session, which arise at the time of the meeting. Agenda items listed may be considered out of sequence.*