

The Town of Laurel
Communications Committee Minutes
April 16, 2026

Communications Committee Meeting was held at Laurel Town Hall in the 2nd floor conference room on Thursday, April 16, 2026, beginning at 6:30 p.m.

Roll Call

The meeting was called to order with the following members present: George, Sharon, Chris, Cheryl and Jill. Roll call was completed to confirm attendance.

Approval of Previous Minutes

The minutes from the April 9, 2026 meeting were distributed to all attendees. No corrections or adjustments were suggested. A motion by George was made to accept the minutes; the motion was seconded by Cheryl and Jill, and the minutes were approved.

Old Business

Secretary Nomination

Nominations for secretary was reopened by George. Jill was nominated and accepted the nomination. The motion was seconded by Cheryl.

Neighborhood Welcome Brochure

The committee discussed progress on the neighborhood welcome brochure. Samples were reviewed, with suggestions to include relevant information such as:

- Specifics for new residents, e.g., trash collection days and instructions on obtaining trash cans
- Lists of churches, schools, organizations, emergency resources, stores, and restaurants
- Information about local veterinarians, especially those with weekend hours
- Cultural events and museums, including annual events and historical society activities
- Clear distinction between town and Calvert area resources
- Essential agencies with contact information
- Traffic advisory stations, voting locations, and pharmacies

The brochure will be designed as a trifold for clarity and brevity. Additional items to include are a welcoming message with photos of the town hall, parks, fire station, and other landmarks. Paula Shannon was suggested to provide local photographs.

Distribution methods for the brochure were discussed, including mailing to new residents and handing out at local festivals.

Newsletter Updates

The spring/summer newsletter was reviewed and praised for its improvements.

Discussion included the frequency of publication (possibly twice a year) and the process for mailing newsletters to residents. It was suggested to include instructions for signing up to receive the newsletter by mail in future editions.

Website Discussion

The committee reviewed the current website layout, highlighting the importance of a prominent calendar and news/events section on the front page. Suggestions included rotating photos, links to online payments, and multilingual support. The idea of a website visitor counter was proposed.

Tabs and content organization were discussed, including history, town charter, community development, resources, and relocation information. The relocation section will provide guidance for new residents on utilities, cable providers, and local services.

Resources and Community Assistance

Resources will include links to grant programs, community development grants, financial assistance, and utility contacts. Additional links to government officials and agencies will be provided. The committee discussed the inclusion of important notices, public transportation, and legislative contacts.

Civic Organizations

A list of local civic organizations was compiled, including:

- Arts organizations
- Boys and Girls Club
- Historic Society
- One Laurel
- Operation West Laurel

- Veterans' groups (American Legion, VFW, DAV, United Outreach)
- Lions Club
- Masonic Lodge
- Odd Fellows
- Women's Civic Club
- FFA (Future Farmers of America)

Links to the library and resources for seniors were also suggested.

[Assignments and Next Steps](#)

Cheryl will continue working on the welcome brochure, while Jill and Sharon will update website tabs. Paula Shannon will be contacted for local photographs. The next meeting will address department organization and further development of the community resources section.

George Lodato
Committee Chairman

Jill Cranmer
Recording Secretary