



# TOWN OF WAKEFIELD

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Public Safety Building Communications Subcommittee

**Date:** October 16, 2019

**Time:** 6 p.m.

**Location:** 1 Lafayette Street, second floor conference room

**Individuals present:**

Jason Cohen, Public Safety Building Committee

Ian McDermott, Wakefield Community Access TV

Jennifer McDonald, Town of Wakefield

Marc Moccio, Public Safety Building Committee

Joanne Reilly, Public Safety Building Committee

Called to order: 6:10 p.m.

- The team discussed frequently asked questions to feature on the project page.
- Committee members cited HKT as a resource about blueprints and building-design specifics.
- Three video concepts were discussed. Ian reviewed production process after a script is written and approved.
- Committee members provided insight about the work they have done thus far to reach their current proposal, including design analysis, tours, and alternate-site feasibility.
- Jenn will continue to gather information and work on FAQs and scripts. Future meeting date would be dependent on timeline of deliverables.

Adjourn: 7:02 p.m.

