

## **Windham Communications**

### **3rd Quarter Report 2024**

I have continued to work with all Departments to produce the Windham Newsletter. We have completed 7 issues so far and continue to receive positive feedback from residents and employees. I have done some emergency storm training and am working with Fire, Police and Public Works to improve our communications during storm events by creating a survey that will go out to residents to understand their preparedness level and how we can better serve them during a storm event. Speaking of surveys, I was part of the group that created the Comprehensive Survey that will be circulated to residents in the next few weeks. This survey should provide valuable insight into how we are doing and how we can improve our services and communications. I also produced and released the education and communications revolving around the rollout of the newly implemented trash collection program. I monitored social media platforms and answered questions as the rollout was completed. As part of the wayfinding group, I helped complete the design for the new town signage. I am also continuing to work with various Department Heads to produce explainer videos, brochures, and pamphlets, as well as videos and social media posts for events, updates on projects, advertising etc.

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Communications Director