

Communications



Donna Whitehead | Communications Specialist

What does a communications specialist do?



This position was created in 2023 as one of the Select Board's goals "to improve and enhance communication with residents through public meetings, print media and social media platforms."

This goal includes:



- Improve content of town website and coordinate information sharing with Recreation, Police, and other individual social media pages.
- Improve information flow to citizens via social media platforms
- And my favorite – holding the town’s first Civics Academy!



townofsharon.net



The communications specialist works to maintain and improve all the town's methods of outreach such as the website, emails and social media.

With people using so many different methods to gather information, we try to be wherever they are looking.

Where can
you find
information
about the
town?





The Town of Sharon website

www.townofsharon.net



Departments

- Accounting
- Animal Control Office
- Assessors
- Civil Defense
- Conservation Department
- Council on Aging
- Fire Department
- Public Works

- Health Department
- Information Technology
- Library
- Police Department
- Recreation Department
- Sharon Adult Center & COA
- Town Administrator / Select Board
- Town Clerk
- Treasurer
- Veterans

Department of Public Works

- Building Division
- Engineering/GIS Division
- Forestry & Grounds Division
- Septic System Information
- Operations (Highway) Division
- Water Division

The home page

- Along the top of the home pages are drop-down menus to take you to individual department and board pages. On the top left is a search section and quick links to our social media pages.



Online



Online Permits



Trash &



Job



Roadwork



Report a



Minutes &



Subscribe to

Quick Links

- Online payments
- Online permits
- Trash & Recycling
- Job Opportunities
- Roadwork Updates
- Report a Concern
- Minutes and Agendas
- Subscribe to News



Subscribe to News

- Subscribe to News – Here is where you can sign up to get emails from the town from basic alerts whenever a news release is posted, to notification that a department page you are interested in has posted an update to announcements about events, public meetings and agenda postings.

News and Events

The screenshot shows a town website with a maroon header. The left column contains two news items. The first item has a thumbnail image of a sign that says 'SPECIAL TOWN MEETING' and a blue headline: 'Special Town Meeting set for Nov. 30 »'. The text below reads: 'A Special Town Meeting will be held Thursday, Nov. 30, at 7 p.m. in the Sharon High School auditorium, 181 Pond St. ...'. The second item has a thumbnail image of a house and a blue headline: 'Vision Government Solutions working with Assessors Office to collect data on town properties »'. The text below reads: 'The Town of Sharon continues to undergo a required measure and list (data collection) program to update taxable real...'. The right column features a calendar for November with a maroon header and a grid of dates. The date 14 is highlighted in yellow. Below the calendar is a section titled 'Upcoming Events' with two entries: 'SSBC CO Subcommittee' on November 14, 2023, from 5:30pm to 7:30pm, and 'Governance Study Committee' on November 14, 2023, at 7:30pm.

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Upcoming Events

SSBC CO Subcommittee November 14, 2023 - 5:30pm	Governance Study Committee November 14, 2023 - 7:30pm
--	---

The left column lists the latest news releases from the town.

The right side is a calendar of town meetings and events.

More quick links



These links take you directly to information such as how to email or town departments, town hall hours and information on train station parking.

A page for virtually every department, board and committee

The screenshot shows the website for Sharon, Massachusetts, with a dark red header. The main navigation bar includes 'ABOUT SHARON', 'DEPARTMENTS', 'BOARDS & COMMITTEES', 'TOWN OF SHARON - INTRANET', and 'HOW DO I...'. A search bar and social media icons are also present. The left sidebar has a 'Create Content' dropdown and a list of links including '2023 Select Board Fees', '2024 Select Board Meeting Schedule', 'Board & Committee Vacancies', 'Board and Committee Members - Select Board Appointed', 'Citations and Proclamations', 'Civics Academy 02067 2023', 'Committee seats up for reappointment December 2023', 'Credit Opinions', 'Food Trucks', 'Forms & Applications', and 'Migrant/Homeless Families in Sharon'. The main content area is titled 'Town Administrator / Select Board' and includes a breadcrumb trail 'Home » Boards & Committees'. The text states that the Select Board meets every other Tuesday at 7:00 pm via Zoom or in person at Town Hall, 90 South Main Street. It provides contact information for the Select Board: (781) 784-1500 x1208 or email. Below this is a 'Staff Contacts' table with columns for Name, Title, and Phone. The table lists three staff members: Frederic Turkington (Town Administrator), Lauren Barnes (Assistant Town Administrator), and Donna Whitehead (Communications Specialist). The right sidebar features 'News & Announcements' with links to 'Acceptance of Atherton Lane and Weyman Lane as public ways', 'IHRA definition of anti-Semitism', and 'A Message from the Sharon Select Board'. Below that is a 'Town Administrator / Select Board Calendar' showing the month of November with the 14th highlighted.

SHARON
MASSACHUSETTS

Home » Boards & Committees

Town Administrator / Select Board

The Select Board generally meets every other Tuesday at 7:00 pm via Zoom or in the second-floor meeting rooms at Town Hall, 90 South Main Street. Please check the Town calendar or this website for exact dates and meeting agendas.

If you have any questions, please call us at (781) 784-1500 x1208 or [email the Select Board](#).

Staff Contacts

Name	Title	Phone
Frederic Turkington [edit]	Town Administrator	(781) 784-1500 x1150
Lauren Barnes [edit]	Assistant Town Administrator	(781) 784-1500 x1151
Donna Whitehead [edit]	Communications Specialist	(781) 784-1500 x1134
Melissa Imbaro [edit]	Executive Assistant	(781) 784-1500 x1152

News & Announcements

- [Acceptance of Atherton Lane and Weyman Lane as public ways](#)
- [IHRA definition of anti-Semitism](#)
- [A Message from the Sharon Select Board](#)

Town Administrator / Select Board Calendar

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

Several boards
and
committees
have separate
websites



www.sharonpubliclibrary.org



sharonma.myrec.com

LAKE MASSAPOAG

[HOME](#) [RECREATION](#) [THREATS](#) [PROTECT](#) [CONTACTS](#) [MORE...](#)



www.lakemassapoag.net

Some boards
and committees
also have their
own newsletters
and alerts you
can sign up for



The Town of Sharon on social media



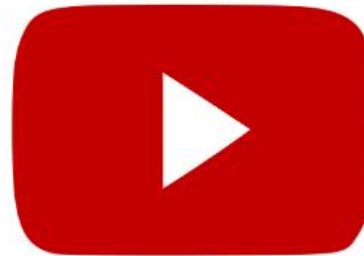
TownofSharonMA



townofsharonma



town-of-sharon-ma



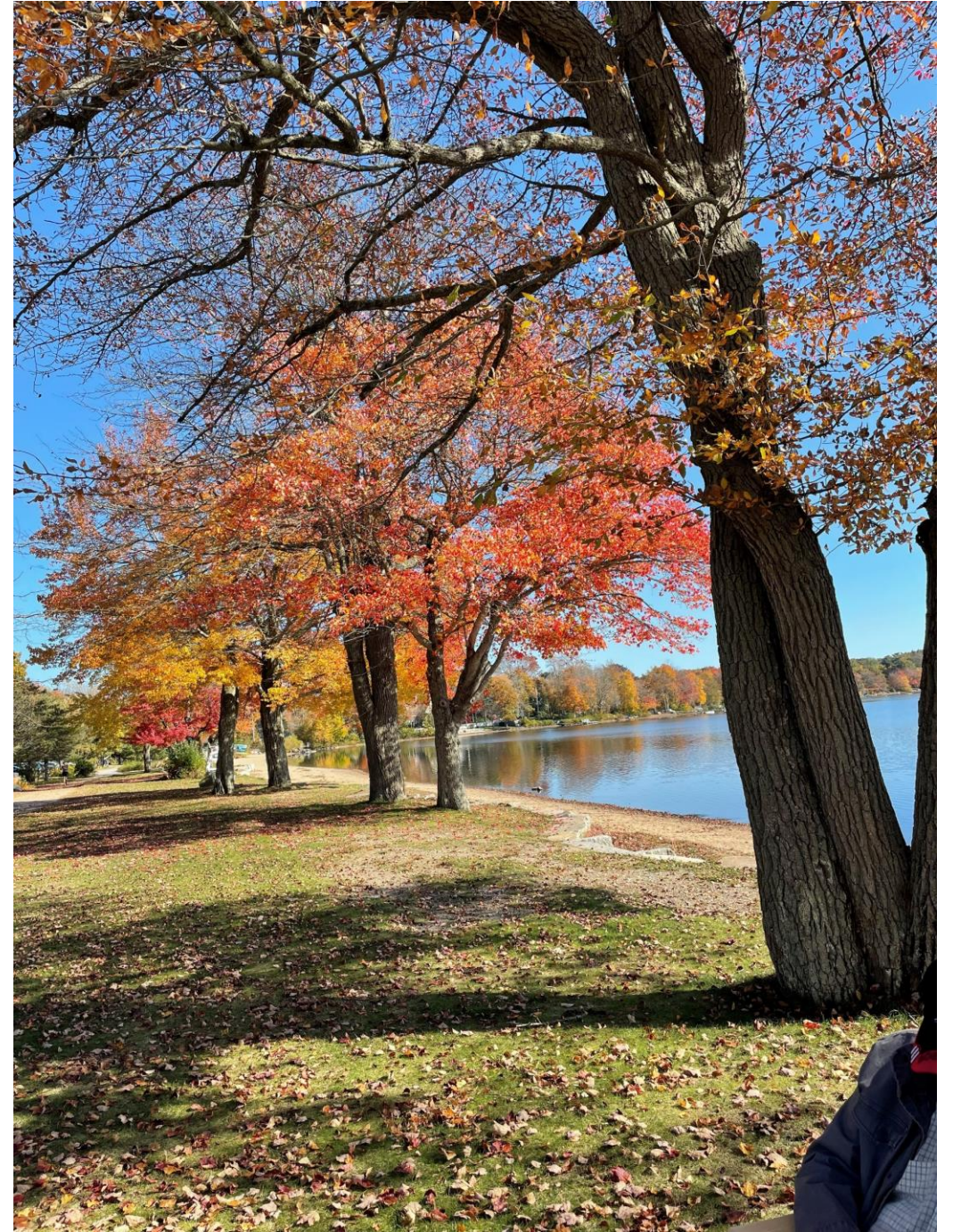
@TownofSharonMA



townofsharonma

Where do you get
your information?

What kind of
information do you
want from your
town?



Now you have all this information what next?

Register to vote

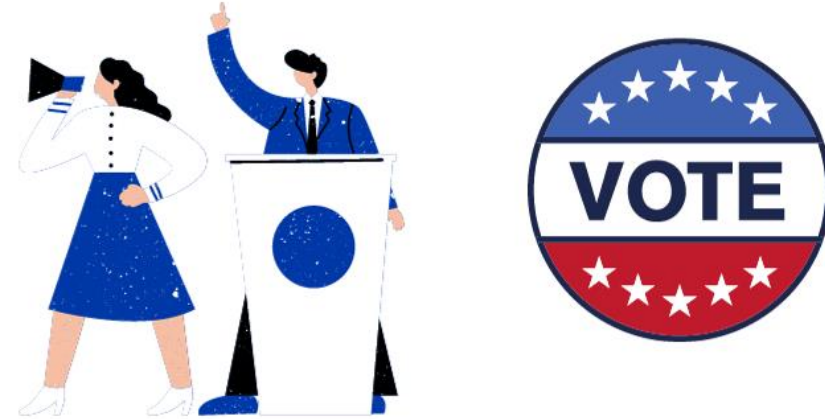
Vote in your town elections

Run for elected town offices

You can find information on how to get on the ballot at www.townofsharon.net/town-clerk

Attend/watch town board and committee meetings. Most are also rebroadcast on Sharon TV

Volunteer at places like the COA



Apply to an appointed board or committee.

No experience necessary.

- Attend or watch the meetings of the board that interests you
- Talk to current board members
- Read past agendas and minutes
- Check town website for openings at www.townofsharon.net/board-committee-vacancies



Participate in Town Meeting

Special Town Meeting
Nov. 30, 7 p.m.
Sharon High School



**SPECIAL TOWN
MEETING**

THURSDAY, NOV. 30
7 P.M.

Sharon High School auditorium

For details scan QR code or go
to <https://buff.ly/3QtloNv>.
Register by Nov. 20 to be able
to vote at Town Meeting.



If you ever can't find the information you need?

Donna Whitehead
Communication Specialist
781.784.1500 x1134
dwhitehead@townofshar
on.org



What is it like to serve on town boards and committees?

PANEL

Select Board Chair Kiana Pierre-Louis (Elected)

Planning Board member Pasqualino Pannone (Elected)

Cultural Council Chair Aaron Glick (Appointed)

