

## **Town of Pitkin Municipal Email List / Civic Communication Plan**

In an effort to increase the distribution of important information the Town of Pitkin will be creating an email list. Our primary goal in the creation of this municipal email list is to:

- Provide direct communication from a trusted authority
- Be transparent and proactive with information
- Allow communication to be remotely accessible with ease
- Provide a platform for mass communication in the event of an emergency

Subscribers will receive this information directly to their inbox. Notices will include disruptions to utilities, important public service announcements and emergency notifications, time sensitive information, municipal event information, changes to municipal operations, and regular and special meeting agendas. Your email and personal information will be kept private using a blind carbon copy (BCC). You may request to be removed from the list at any time by emailing [thetownofpitkin@gmail.com](mailto:thetownofpitkin@gmail.com)

To join the Town of Pitkin municipal email list please request to be added in one of the following ways:

- a. Send an email to [thetownofpitkin@gmail.com](mailto:thetownofpitkin@gmail.com)
- b. Call the Town of Pitkin at 970-787-0968
- c. Sign up at the regularly monthly meetings of the Board of Trustees