

MINUTES

Website Committee Regular Meeting, Mon., Jan. 13, 2014, 2 p.m., Town Hall

Present: Joe Rasberry, Tom Adamski, David Heim

Absent: Don Joy, Jessica Pennell

Chairman Joe Rasberry called the meeting to order at 2:04 p.m., with the Pledge of Allegiance.

Old business

There was no old business before the committee.

New business

Chairman Rasberry reported that there is an issue regarding the down payment for Virtual Towns the new web site provider. This committee does not have sufficient funds in its budget for the entire down payment. He said he will meet on Jan. 14 with the town's Finance Director and the Economic Development Director to determine whether the Economic Development Director can provide some funds for the down payment from his budget.

The chairman said he would email committee members to inform them of the outcome of the Jan. 14 meeting.

Chairman Rasberry explained that a subcommittee needs to be established to oversee the redesign of the town's web site.

David Heim asked whether departments should be polled to assess their needs. After some discussion, the committee's consensus was that all departments would be asked if the information now on the web site was complete and correct, or if any information is missing.

Tom Adamski asks how the redesign will handle links to outside organizations. Chairman Rasberry suggests that committee members review other towns' web sites to see how they handle links to outside organizations. After some discussion, the committee's consensus was to defer a decision on links to outside organizations until it obtained guidance from other towns' web sites.

David Heim and Tom Adamski agree to serve on the subcommittee; chairman Rasberry will contact Don Joy to find out whether he wishes to serve on the committee as well.

Chairman Rasberry explains that the town needs four administrators for the new web site. The administrators will screen and publish information from individual departments and serve as a liaison with Virtual Towns. The chairman explained that three of the administrators will be in the Economic Development Commission, the Board of Selectmen, and the Town Clerk.

David Heim moved to contact the Senior Center to find out whether someone on the center's staff would serve as the fourth administrator. Tom Adamski seconds. The motion passes unanimously.

David Heim said he would contact the Senior Center director regarding the administrator.

Adjournment

Chairman Rasberry moves to adjourn at 3:05 p.m. David Heim seconds. The motion passes unanimously.

RECEIVED 1/17 -2014
10:00 AM
Marty Alvar
TOWN CLERK