

MINUTES OF SELECTMEN'S MEETING MARCH 28, 2016

Chairman Hevy called the meeting to order in the Selectmen's office at 3:30 PM with Mrs. Walter and Mr. Smith also present. Also present was Webmaster Priscilla Johnson.

The Selectmen were joined via conference call by Tom Rose of Virtual Towns and Schools. Mr. Rose stated that the purpose of this meeting is for him to receive input from the Selectmen on the basic overall design of the new town website. He asked if the Board had any specific goals for the site?

Mr. Smith said that he liked one of the websites from the earlier presentation done by Bill Letsky; a site like Northfield's is very clean and user friendly.

Mr. Rose pointed out that the area called citizen action center can be called "help center" or "how do I" depending on the town's preference.

After some discussion everyone agreed that they like a home page that is more task based rather than department oriented. Mrs. Walter said that she prefers no clutter; the format should be user friendly even when viewed on a phone. Mr. Rose said that all of their websites now adjust to a phone or computer screen.

Mr. Hevy said that he likes the look of the Northfield site where it has pictures at the top of the screen. He wondered if the site should have a tab for residents and one for businesses?

Mrs. Walter asked if the calendar on the home page could be changed between meetings and events, such as the library or senior center? Mr. Rose said that it would be possible to do that with a toggle switch. Mr. Hevy suggested that each department like the library or senior center have their own calendar, and those calendars transfer to a master calendar on the home page. Mr. Rose stated that the calendars are flexible and almost anything is possible.

Mr. Smith said again that he likes the simplicity of the Northfield site.

Mr. Smith asked about having a tab for emergency services such as police, fire, ambulance and NBEMA. Mr. Rose stated that he could add a button on the right hand side of the screen for that.

Mr. Rose said that he will do a mockup website and send the link to the selectmen for review and comments by the end of the week. He really wants feedback from the board. In addition, we need to send him the town seal and some pictures.

At 4:30 PM Mr. Rose disconnected from the conference call.

There being no further business, Mrs. Walter moved, and Mr. Smith seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant