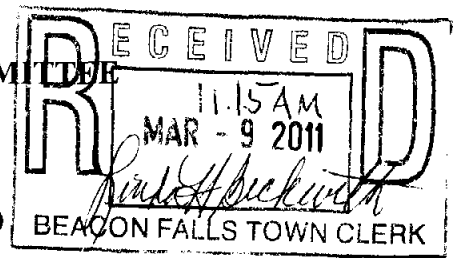


**WEBSITE DEVELOPMENT COMMITTEE
MEETING
MARCH 4, 2011
MINUTES
(Draft Copy – Subject to Revision)**



Chairman D. Sorrentino called the Meeting of the Website Development Committee to order at 2:00 P.M.

PRESENT: D. Sorrentino, M. Krenesky.

ABSENT: K. Novak, K. Wilson

ALSO PRESENT: E. Groth, Millard Rose, President, Virtual Town Hall.

This meeting is a continuation of meeting held on Thursday, March 3, 2011 and recessed until Friday, March 4, 2011.

Discussion with M. Rose about Town's website.

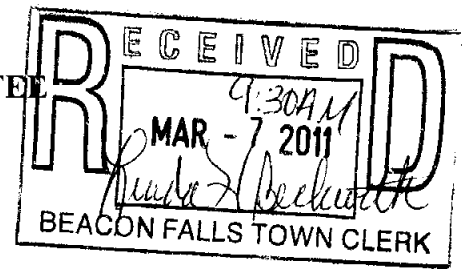
Meeting adjourned at 4:00 P.M.

Respectfully submitted,

Karen A. Wilson

Karen A. Wilson
Clerk for the Website Development Commission

WEBSITE DEVELOPMENT COMMITTEE
MEETING
MARCH 3, 2011
MINUTES
(Draft Copy – Subject to Revision)



Chairman D. Sorrentino called the Meeting of the Website Development Committee to order at 2:05 P.M.

PRESENT: D. Sorrentino, M. Krenesky, K. Wilson.

ABSENT: K. Novak.

ALSO PRESENT: E. Groth.

D. Sorrentino noted the Website Development Committee was formed a few years ago as a result of a State mandate requiring all Town who had a website to post Minutes of all meetings within forty-eight (48) hours of the meeting. Because the Town had its own website (paid for personally by the Town Clerk), the Town had to adhere to this mandate and subsequently formed this Committee to address the matter. After interviewing a few persons who submitted proposals, R. Buzgo was hired to develop and maintain the Town's website. With the website in place, Minutes, Agendas and other Town activities was posted on the web. D. Sorrentino noted that when the Website was developed and put into use, this Committee completed the charge it was given.

D. Sorrentino also noted that no one took ownership of the website, with R. Buzgo filling the slot until ownership is taken. He noted great technology improvements have forced the Town to go to the next step and develop a high functioning website that is user friendly and shows Beacon Falls in its best light in a top notch site.

E. Groth agreed the Town's website gives the first impression of Beacon Falls, then asked what are the website's requirements.

M. Krenesky noted Committee went with a local vendor, adding the cost was the lowest and we worked with what we had to work with, adding that if we want to do this right we should hire someone who does this on a full-time basis and has a large client base.

The following proposals were submitted:

1. Brighten your Future
2. Anita J., Goerig
3. Q-Scend
4. Virtual Town Hall

Committee discussed various items:

- Q-Scend's costs are based on Town's population
- Committee felt it is better to go with a package that would include regular upgrades
- Suggestion to have this done in house to have total control which means to go with a more established company.

**WEBSITE DEVELOPMENT COMMITTEE
MEETING
MARCH 3, 2011
MINUTES**

(Draft Copy – Subject to Revision)

- A common website should be presented that would include everything, and include the Library and Conservation and others as a link
- E. Groth noted site should be user friendly to encourage more people to use the site
- M. Krenesky referred to Town of Roxbury website which was developed by Virtual Town Hall. Estimated cost for this service is \$5995 for the first year, and approximately \$2,000 to \$2,500 for year 2. A payment plan is also an option. M. Krenesky noted there is no charge for training (unlimited). He noted they would host until the end of March for nothing. It was noted R. Buzgo said he would assist with the file and data transfers.
- E. Groth suggested creating a requirements document.. M. Krenesky added we do have a white paper document listing the Town's requirements.
- Discussion on who in the Town Hall could be in charge of maintaining the website, with D. Sorrentino noting someone has already been contacted about this.
- Committee looked at various other Towns' websites.
- Having a calendar is important to the website.
- E. Groth felt that 800 to 1000 hits a day is about right.
- Discussion on E. Groth's suggestions, including ability to take a straw poll, ability to pay online
- Administration log and password also discussed.

Committee recessed meeting at 3:40 P.M., with meeting to reconvene on Friday, March 4, 2011 at 2:30 P.M. Committee will meet with Millard Rose (Virtual Town Hall) to discuss what he could do for Beacon Falls in its website development.

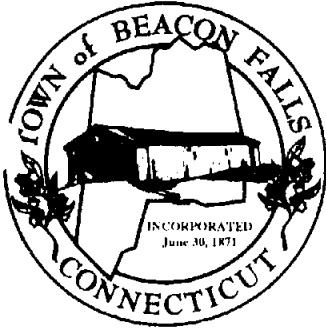
Respectfully submitted,

Karen A. Wilson

Karen A. Wilson

Clerk for the Website Development Committee

MAR 7 2011

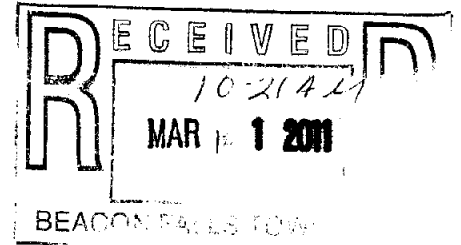


Town of BEACON FALLS
Connecticut

BOARD OF SELECTMEN

March 1, 2011

Town Clerk, Kurt Novak
C/o Town Hall
10 Maple Avenue
Beacon Falls, CT 06403



Dear Mr. Novak:

Please be advised that there will be a **Meeting of the Website Study Committee** on **Thursday, March 3, 2011** at **2:00 P.M.** in the **Board of Selectmen's Conference Room**, Town Hall, 10 Maple Avenue, Beacon Falls.

Purpose of the Meeting is to discuss the Town's Website.

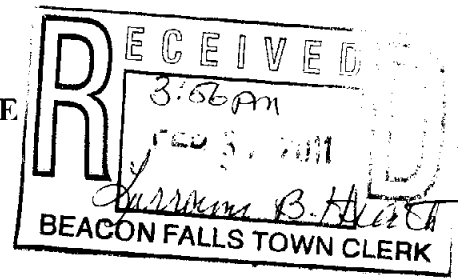
Thank you.

Sincerely,

Karen A. Wilson
Clerk for the Board of Selectmen

Cc: Board of Selectmen
Kurt Novak
Karen Wilson

**WEBSITE DEVELOPMENT COMMITTEE
MEETING
DECEMBER 23, 2010
MINUTES
(Draft Copy – Subject to Revision)**



Due to lack of a quorum, there was no meeting of the Website Development Committee.

Respectfully submitted,

Karen A. Wilson

Karen A. Wilson

Clerk for the Website Development Committee