Town of Brimfield, Ad Hoc Committee for Website Improvement

Third Meeting

Thursday January 11th, 2018, 7:15 – 8:30 pm

Lynn moved to accept the previous meeting’s minutes with one amendment as follows: the meeting with Carol was by Lynn. Frank seconded this, and meeting notes were accepted with amendment.

Lynn’s reports that:

* Joshua Smith no longer charging for MTG site. It is possible for citizens to receive notifications.
* Accessibility: ADA requirements covered by the phone line
* Consequences for non-compliance with open meeting law are: up to 1000$ fine if failure to post is intentional.

Pam reports that:

* Bob Sullivan (town clerk) forwarded Virtual Town Hall (VTH) offer with expanded functionality, but we don’t see any advantages over MTG. Cost is 5k for new design plus recurring 2k charge.
* The group agreed that updating the web page is beyond the scope of our committee’s objective, and we should avoid mission creep.
* Pam explained to Bob that other towns assign responsibility for oversight of MTG to the town clerk. He was amendable to having that responsibility
* Pam asked Carol if she could put ad hoc committee meeting notes on the website, and she immediately created a space for our minutes on the existing Virtual Town Hall site. She mentioned VTH’s new platform which is supposed to be more user friendly than the old one.
* Other town offices use the website for document sharing are: treasurer/assessor, but these are just links to other sites so would be unaffected even if later the town changed web page.

Way forward:

Frank could draft a flow chart outlining process/responsibilities for posting meetings, agendas, notes that would guide use of MTG. Every committees clerk posts official announcement form w/agenda 48 hours before; minutes posted/accessible within 10 days (2 weeks?) – don’t have to be approved when posted (can label “unofficial”)

Consider ways to raise awareness of citizenry of open mtg. law and recourse if not carried out.

Pilot – we could request a MTG pilot site for Brimfield, not open to the public, and invite users to try it out. Obtain excel template from Joshua Smith and provide info on committees and users. Then we can have a meeting and invite the potential users to try it out. Pam and Frank to verify list of committees and respective individual who would be posting. Once MTG site is created, we invite committee members to test it out. (aim for week of February 5th)

Next meeting Thursday Jan 25th