

Meeting called to order on November 19, 2018 at 7:13 pm in Hampton Falls Town Hall

Roberts Rules of Order initiated for meeting

In attendance were voting members: Jodi Linnehan Kriner, Lauren Belliveau, & Bruce Fabbri. Also in attendance was non-voting member Lamy Forghany.

Subject of discussion was decisions regarding which template to choose for Hampton Falls main website and the steps needs to accomplish that goal.

The committee likes the idea of having an upcoming events calendar on the main page, and also a google search function for the website it self.

There was also discussion of hiring a part time web person to manage the website perhaps 2-3 hours per week.

The job description would include:

- Updates made to the website
- Going through old contact that would have carried over to update
- Update any pricing changes (permits, licenses, etc)
- Update events calendar
- Update photos from events
- Maybe an official face book page etc

Also Discussed was how and whom could make changes to the website

It was discussed that perhaps a Change order type of form would be presented to the board to approve and hand to P/T web person to implement. More on that next meeting.

Agenda for next meeting:

1. Civic plus conference call to get process started
2. Find out pricing per month / year etc
3. Find out how long it will take
4. Texting / push notifications
5. Can we revise our own site afterwards?
6. What is there ongoing support look like?
7. Hosting?
8. Images?
9. Sandbox?

Lauren moved to have the Bristol Maine template used as a template for Hampton Falls, Jodi 2nd the motion, Bruce was in favor. Unanimous. Motion passed.