

## Richmond Website Committee Meeting Minutes

**Date:** 01-26-17

**Place:** Richmond Town Hall

**Meeting purpose:** To conduct business per posted Website Committee (WC) agenda

**Type of meeting** (Regular, Special, Emergency, or Joint): Regular

**Public Hearing** (Yes or No): No

**Start Time/Called to Order By:** 6:03 pm/ Rick Bell

**Adjourn Time:** 8:04 pm

**PB Members Present:**

Rick Bell, Ira Grossman, Mike Harke

**PB Members Absent:**

None

**Other Attendees:**

Name	Address	Business Name (if any)	Representing
None			

**Item #1 – Approve Minutes**

- Summary: Minutes from the WC meeting on 01-10-17 were approved, with modification – correction of typo.
- Decision(s): Prior to approval, a motion was made and seconded to approve the minutes. The vote was unanimously in favor.
- Action(s) Assigned:
  - Mr Bell – Incorporate modification and provide a copy of the approved 01-10-17 minutes to the Town Clerk.

**Item #2 – Website Business Requirements**

- Summary: The WC developed/discussed the website business requirements. The developed requirements were then used to evaluate the current Richmond website against these requirements. It was determined that the current Richmond website does not meet the website business requirements and needs to be completely re-done. Decisions were made as stated below. See Appendix A for the approved website business requirements and the results of the evaluation.
- Decision(s):
  - A motion was made and seconded to approve the website business requirements. The vote was unanimously in favor.
  - A motion was made that the current Richmond website needs to be updated to meet the approved website business requirements. The motion was seconded and the vote was unanimously in favor.
- Action(s) Assigned: None

**Item #3 – CMS Technical Requirements**

- Summary: The WC developed/discussed the Content Management System (CMS) technical requirements. See Appendix B for the approved CMS technical requirements.
- Decision(s): A motion was made and seconded to approve the CMS technical requirements. The vote was unanimously in favor.
- Action(s) Assigned: None

**Item #4 – Next Steps/Next Meeting Date**

- Summary: Mr Harke presented a proposed schedule timeline for WC tasks. See Appendix C. The next

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WC meeting is planned to review a list of potential CMS vendors, narrow the list, and agreed on a list of proposed CMS vendors for Request for Information (RFI) submittals. A draft agenda for the next meeting was developed with a date of 2/2/17 at the Town Hall.

- Decision(s): None
- Action(s) Assigned: Mr Bell – Complete the agenda for the 2/2/17 meeting and provide a copy of the Town Clerk for posting.

### **Name of documents/other exhibits used at the meeting:**

- Agenda for this meeting
- Minutes from previous WC meeting – to be filed with Town Clerk
- Website Business Requirements – Appendix A
- CMS Technical Requirements – Appendix B
- Timeline – Appendix C

**Minutes written by:** Richard Bell

**Minutes Status (Draft mm-dd-yy or Approved):** Approved

**Date Minutes Approved:** 02-13-17

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## Appendix A – Website Business Requirements

A	B	C	D
#	<b>Website Business Requirements</b>	<b>Current Site Satisfies Requirements</b>	<b>Comments</b>
1	Shall provide clear value of living in Richmond on home page of site with links to more information	No	Brochure exists but needs to be repurposed into a web format
2	Shall have a new resident area of the site that is clearly accessible	No	
3	Shall include an area of the site for prospective residents that is clearly accessible	No	
4	Shall include an area of the site for visitors that is clearly accessible	No	
5	Shall have a highlighted most frequently used functions	Yes	May not be the most organized or frequent but there are persistent items on home page
6	Shall have mouse over legible sub-navigation	Yes	Should be reorganized and font/display considered
7	Shall be accessible to low vision and disabled people (WCAG2.0)	No	Scanned code briefly
8	Shall have a usable search tool and relevent search results	No	Some search exists but needs to be optimized
9	Shall provide overall attractiveness and readability	No	Subjective but compared to many others is weak beyond the one image this is not ours
10	Shall have a home page with attractive imagery of Richmond	No	

## Appendix B – CMS Technical Requirements

A	B
#	<b>CMS Technical Requirements</b>
1	The updating of town web content (e.g. agendas; minutes; news; community events, forms, names, etc.) <b>shall</b> be easy for the designated admins
2	A workflow capability <b>shall</b> exist such that it will prompt the data submitter for the required data fields for the type of data being submitted.
3	Workflow functionality <b>shall</b> include authorization/permissions structures for data or content submittal
4	Content templates <b>shall</b> exist for sections and pages of the site that committees and authors must abide by to ensure consistency and quality of site experience.
5	The vendor <b>shall</b> provide assistance with data re-organization (including possible data content file naming conventions) and enhanced content data added prior to the data being migrated to the new solution
6	During the site development and set up phase, the vendor's data migration team <b>shall</b> move all the pages and documents from the current website to the new site.
7	The vendor <b>shall</b> provide design services and support
8	The vendor <b>shall</b> supply adequate training to the municipal staff that is authorized to update the new website.
9	The agreed functionality available to residents now <b>shall</b> persist in new site (i.e. permitting, bill payment, etc.)

## Appendix C – Timeline

A	B	C	D	E	F	G	H	I	J	K	L	M
	1/10/2017	1/17/2017	1/24/2017	1/31/2017	2/7/2017	2/14/2017	2/21/2017	2/28/2017	3/7/2017	3/14/2017	3/21/2017	3/28/2017
Decision on New Site (Y/N)												
CMS RFI												
Sample/ Demo Site												
Pick CMS												
Next Steps Rec to Committee												