

Richmond Website Committee Meeting Minutes

Date: 02-20-17

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: 5:46 pm/ Mike Harke

Adjourn Time: 7:55 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 02-13-17 were approved.
- Decision(s): Prior to approval, a motion was made and seconded to approve the minutes. The vote was unanimously in favor.
- Action(s) Assigned:
 - No actions assigned

Item #2 – WC member presentations of website developer/ CMS vendor evaluations

- Summary: Each member presented his evaluation of the assigned CMS vendors.
- Decision(s): Each vendor was assigned a rating regarding their alignment with the Committee technical requirements of between 0 denoting no regard for submitted requirements and 2 denoting full regard for submitted requirements; web page requirements comparatively rated between 1 and 10; 10 being the highest subjective score.
- Action(s): Assigned: none.

Item #3 – Review, discuss, debate evaluations in an effort to develop a list of no more than 3 vendors

- Summary: The WC debated evaluations to reduce vendors to a manageable number so that vendor interviews may be undertaken.
- Decision(s):
 - Motion by Rick Bell to increase number to 4 vendors was seconded by Ira Grossman. The vote was unanimously in favor.
 - Final vendor list decision: Gov office, VTS, CivicPlus, and Revize.
- Action(s) Assigned: Ira Grossman to contact vendors on final list to schedule follow up interviews during scheduled meeting times on February 27 at 5:45 PM.

Item #4 – Next Steps/Next Meeting Date

- Summary: The next WC meeting is planned to allow presentations from two of the vendor finalists to virtually present to attendees during the 2/27/17 WC meeting. Vendors will be scheduled at 5:45 PM and 6:45 PM. Each vendor will present for 20 minutes and allow for 20 minutes of QA from WC. A draft agenda for the next meeting was developed with a date of 2/27/17 at the Town Hall.
- Decision(s): none.

Richmond Website Committee Meeting Minutes

- Action(s) Assigned:
 - Mr. Harke – Complete the agenda for the 2/20/17 meeting and provide a copy to 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
- Potential Vendors – Appendix C

Minutes written by: Mike Harke

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

Date Minutes Approved: 02-27-17

Richmond Website Committee Meeting Minutes

Appendix A – Website Business Requirements

| # | Website Business Requirements |
|----|---|
| 1 | Shall provide clear value of living in Richmond on home page of site with links to more information |
| 2 | Shall have a new resident area of the site that is clearly accessible |
| 3 | Shall include an area of the site for prospective residents that is clearly accessible |
| 4 | Shall include an area of the site for visitors that is clearly accessible |
| 5 | Shall have a highlighted most frequently used functions |
| 6 | Shall have mouse over legible sub-navigation |
| 7 | Shall be accessible to low vision and disabled people (WCAG2.0) |
| 8 | Shall have a usable search tool and relevant search results |
| 9 | Shall provide overall attractiveness and readability |
| 10 | Shall have a home page with attractive imagery of Richmond |

Appendix B – CMS Technical Requirements

| | |
|---|--|
| 1 | The updating of town web content (e.g. agendas; minutes; news; community events, forms, names, etc.) shall be easy for the designated admins |
| 2 | A workflow capability shall exist such that it will prompt the data submitter for the required data fields for the type of data being submitted. |
| 3 | Workflow functionality shall include authorization/permissions structures for data or content submittal |
| 4 | Content templates shall 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 shall 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 shall move all the pages and documents from the current website to the new site. |
| 7 | The vendor shall provide design services and support |
| 8 | The vendor shall supply adequate training to the municipal staff that is authorized to update the new website. |
| 9 | The agreed functionality available to residents now shall persist in new site (i.e. permitting, bill payment, etc.) |

Appendix C – Potential Vendors

| Providers | Website | Submit RFI to: |
|---------------------------|---|-----------------------|
| Gov Office | govoffice.com | sales@govoffice.com |
| Virtual Towns and Schools | http://www.vt-s.net/ | webform |
| CivicPlus | civicplus.com | webform |
| Revize | revize.com | interested@revize.com |

Richmond Website Committee Meeting Minutes

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|------------|--|-------------------------|
| Town Web | townweb.com | sales@townwebdesign.com |
| Muniweb | muniweb.com | webform |
| Vision | visioninternet.com | webform submittal |
| Studio Two | studiotwo.com | info@studiotwo.com |