

## Richmond Website Committee Meeting Minutes

**Date:** 03-16-17

**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:** 5:41 pm/Rick Bell

**Adjourn Time:** 7:19 pm

**WC Members Present:**

Rick Bell, Ira Grossman, Mike Harke

**WC Members Absent:**

None

**Other Attendees:**

None

**Item #1 – Approve Minutes**

Summary: Minutes from the WC meeting on 03-9-17 were tabled.

Decision(s): None

Action(s) Assigned:

Mr. Grossman to provide minutes from 3/9 before next meeting on 4/3

**Item #2 – Status of Assigned Actions from Previous Meeting**

Mr. Bell was to review the reference sites and reference contacts provided from both vendors of 3/9 meeting.

Decision(s): None

Action(s) Assigned: None

**Item #3 – Review Presentation Summaries and Reference Checks from Four Finalists and Establish Recommendations**

Summary: Presentation summaries, notes, objective feature scores, and interviews were discussed among the committee with the intention of narrowing down the finalists to recommended vendors.

Decision(s): Four vendors were selected as finalists with three being identified as primary focus of subsequent cost, contract assessment, and included in presentation to select board. The committee also agreed to include Town Manager Mark Pruhenski to the next meeting to inform on processes and best approach to presentation of final findings and recommendations.

Action(s) Assigned:

Mr. Harke to build rough draft of presentation slides/ storyboard.

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

Summary: The Committee decided the next meeting would be dependent on schedule of Town Manger to attend with tentative next meeting date of 4/3/2017

Decision(s): None

Action(s) Assigned:

Mr. Grossman to schedule next meeting at available time with Town Manager.

## Richmond Website Committee Meeting Minutes

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

Agenda for this meeting

Minutes from previous WC meeting – minutes from previous meeting still to be approved by committee before submission to Town Clerk.

**Minutes written by:** Mike Harke

**Minutes Status (Draft or Approved):** Approved

**Date Minutes Approved:** 04-03-17