

**Website Committee
January 10, 2017 Minutes
Town Hall, 1529 State Road, Richmond, Massachusetts**

ATTENDING: Michael Harke, Ira Grossman, Rick Bell, and Mark Pruhenski/Town Administrator (non-voting member)

Others Attending: None

Michael and Ira were sworn-in by the Interim Town Clerk (Mark).

The meeting was opened at 7:00 pm and everyone introduced themselves since this was the first meeting of the group.

Discussion followed on the goals of the committee. It was agreed that a final product should include the following: a legible home page, legible navigation and sub-navigation, improved section titled “Why/About Richmond”, highlighted most frequent functions, improved accessibility, improved search functionality, improved professional looks in an economical way, improved page attractiveness, and easy to manage data.

Technical requirements were also discussed, including: ease of updating periodic and non-periodic data, approval workflow, and templated workflow.

Next Steps: A list of tasks was developed so that committee members could work on items individually and re-group at the next meeting.

It was agreed that a presentation to the Board of Selectmen would follow at a later date, and that members would individually search some content host management systems (hosts) from now until the group meets again.

A brief timeline was agreed to by the committee in order to be able to present a cost estimate to the TA in time for budget season.

The group will meet again on Thursday January 26, 2017 at 6pm at Town Hall. Mark will draft the minutes and post/distribute the agenda in advance.

The meeting was adjourned at 8:35 pm

Respectfully submitted: Mark Pruhenski

Approved by Website Committee on 1-26-17