

Richmond Website Committee Meeting Minutes

Date: 04-20-17

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: 5:33 pm/Ira Grossman

Adjourn Time: 7:03 pm

WC Members Present:

Rick Bell, Ira Grossman, Mike Harke

WC Members Absent:

None

Other Attendees:

Name	Address	Business Name (if any)	Representing
None			

Item #1 – Approve Minutes

- **Summary:** Minutes from the WC meetings on 04-03-17 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:**
 - Mr Bell – Provide a copy of the approved 04-03-17 minutes to the Town Clerk for posting.

Item #2 – Status of Assigned actions from previous meeting(s)

- **Summary:** All actions complete. Mr Bell created meeting minutes from 04-03-17 for review and created the agenda for 04-20-17; Mr Grossman obtained an updated proposal from website vendor, Revize, for a 3 year term; Mr. Grossman contacted the town administrator and scheduled a presentation by the Website Committee to the select board at the 05-10-17 meeting; Mr. Harke created a wireframe of the Richmond website to use in discussion and preparation for the 05-10-17 presentation to the select board.
- **Decision(s):** None
- **Action(s) Assigned:** None

Item #3 – Develop the WC presentation to the Board of Selectmen planned for 5-10-17

- **Summary:** The committee developed an outline of the presentation for the select board. The committee members will use this outline to develop a draft presentation which will be reviewed by the committee at their next meeting on 05-05-17.
- **Decision(s):** None
- **Action(s) Assigned:**
 - Mr. Harke and Mr. Grossman to develop a draft presentation following the outline created at the meeting and present for review at the next WC meeting.

Item #4 – Next Scheduled Meeting Date and Proposed Agenda

- **Summary:** The next WC meeting is planned for (Fri) 5-05-17 to finalize the WC presentation to the Board of Selectmen scheduled for (Wed) 5-10-17.
- **Decision(s):** None
- **Action(s) Assigned:**

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- Mr. Grossman – Complete the agenda for the 5-05-17 meeting and provide a copy to the Town Clerk for posting by 5-03-17.

Name of documents/other exhibits used at the meeting:

- Agenda for this meeting
- Minutes from previous WC meeting – to be filed with Town Clerk

Minutes written by: Ira Grossman

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

Date Minutes Approved: 05-05-17