

Hampton Town Website Review Committee Meeting
Minutes
Thursday, January 26, 2012
6:30PM

Meeting was called to order at 6:35 by Melanie Johnston.
Members present included Melanie Johnston, Mary Oliver, Kathi Newcombe, Gay Wagner, Kris Crawford & Eleanor Linkkila. Member Donna Tommelleo was absent. Also present were 1st Selectman Allan Cahill, Town Clerk Leslie Wertam, and Town IT Consultant Brian Hathaway.

Swearing in of the Committee

The members present were sworn in by Town Clerk Leslie Wertam.
Kathi moved and Mary seconded to nominate Melanie as Chair; motion approved unanimously.
Kathi volunteered to act as Secretary.

Review of charge

Melanie reviewed the charge to the committee (review options for improvement or replacement of the website and report back to the Board of Selectmen by June 1st, 2012.

Additions to agenda

There could be no additions to the agenda as this was the first, and by definition special, meeting.

Identify issues

There was a roundtable discussion of issues with the current website with the following being identified by those present:

- No overall visual calendar (Kathi) or summary calendar (Gay)
- Print version of events contains no dates for events (Kathi)
- Broken links (Mary)
- Drop-down lists too long, exceeding the length of the screen (Gay)
- Need to change how events & meetings display (Kris)
- Loss of single-click opening of documents (Gay)
- Access to related information is not smooth (Kathi)
- Little consistency in information maintenance (Kathi)
- Lack of maneuverability (Mary)
- Much less user-friendly than other websites (Mary)
- No access to posting for individual offices/boards as promised (Gay)
- Loss of link to the Hampton Gazette and possibly other organizations (Eleanor)
- Limited access via smartphone (Al)

as well as desired additions:

- Paypal set-up to be used for payment for tickets for events as well as deposit on reserving Community Center (need input from Town attorney, Auditor & Treasurer) (Gay)
- Identification of the role of the website in the emergency plan (Gay)
- Possible useage of sports activity software with online registration for community activities (Gay)
- Links from main website to separate website for each organization (Melanie)
- Private pages for each organization to keep their internal records and calendars (Gay)
- Tests on a variety of devices and browsers (Al)
- Changes or new website operation contracted to professional, while maintenance of information should be made by town personnel (Melanie)
- Who set up current website and is it a good basis for modification (Eleanor)

Suggestions were made concerning the possibility of consistent naming of agendas and minutes and the use of standard templates for same. There was doubt that board/commission/committee chairs would or could always use the same format due to differing levels of comfort with technology.

Leslie pointed out that she performs much of the information maintenance on the current website; agendas and minutes are sent in a variety of formats (including hand-written) and she can't legally change them. Also, she pointed out that there are customers and users of the town website other than the townspeople: appraisers, boards from other towns, title-searchers, etc.

Brian discussed his familiarity with the current website through his association with the town of Windham (which uses the same website developer, Quasar LLC) and stated that some of the changes requested (content management) could easily be implemented, others would require a request and quote from Quasar. He also pointed out that the software (a PHP/MYSQL platform) is powerful, has other options not currently set up or used, and can be used to create agendas online. He also has experience in performing upgrades as desired by new town administrations.

Establishment of goals, timeline and next steps

It was decided that the committee should invite feedback from the public on the website about any other concerns, issues or desires; also in the Hampton Gazette and the Hampton High Road. A list of issues would be given to Brian for review and recommendations for action.

Establish meeting day, time, frequency

The committee members agreed that meeting in the evenings was best, in order to include all members, and that Tuesday evenings would work for most people. It was also decided that the committee would need to meet more than once per month in order to complete its mission by the desired report date (June 1st). Therefore, the committee will be meeting every two weeks, beginning with Tuesday, February 7th. A list of meeting dates will be supplied to Leslie. Other suggestions for the next agenda included discussion of the home page and audience for citizens.

Adjournment

Kathi moved and Melanie seconded to adjourn at 7:30pm.