

Hampton Town Website Review Committee Meeting
Minutes
Tuesday, May 15, 2012
7:00PM

Meeting was called to order at 7:00pm by Chair Melanie Johnston.

Members present included, Melanie Johnston, Mary Oliver, Eleanor Linkkila, & Donna Tommelleo

Members absent: Kathi Newcombe, Gay Wagner, Kris Crawford

Review & approval of minutes from 5/1/12

Donna moved to approve, Eleanor seconded. The minutes were approved without change.

Audience for citizens

None.

Review of public feedback

None.

Discussion and Decision on final recommendations

Melanie read an email message from Kathi. Kathi's message stated that she supports remaining with Quasar as long as our proposed changes are adopted. She feels that we have established a good working relationship with Ray, that the modifications we have proposed will make the current website easier to maneuver and visually more pleasing, with a minimum staff retraining and cost impact to taxpayers.

The group reviewed and agreed with Ray's proposed changes and his price quote.

The group discussed the example electronic newsletter Ray sent from Lebanon. The group unanimously voted to recommend a similar electronic newsletter derived from our website be sent to people who wish to "subscribe" to this feature via the website.

The group discussed and unanimously voted to recommend a link to the Gazette be added to the website. The High Road does not have a website to link to. It would be up to the BOS if they wish to create a page on our website and load the High Road pdfs.

Donna motioned that a link to CT government be added to the home page. Melanie seconded. Vote was unanimous in favor.

The group discussed and will recommend that the Admin Asst Job Description include the responsibility for reviewing the website monthly and making or facilitating any needed updates.

Melanie recommended that the Probate page be updated, the "Hampton Farms" page be removed and the Emergency Mgt page be updated to remove Mr. Burchfield's name and email. The group agreed.

Melanie will draft a final report and circulate to the group. The report will be presented at the June BOS mtg.

Audience for citizens

None.

Adjournment

The meeting was adjourned at 7:45 PM

Respectfully submitted,
Melanie Johnston