

DATE: October 6, 2022
TIME: 9:40 AM

Website Renewal Committee

Meeting Minutes

February 17, 2022

Members attending: Michael Lanza, Kimberly Selness, Todd Consentino, Ellen Cushman, Mireille Boutin, Sam Demezieux

Members not in attendance: Dave Petto, Paul Roberts and Jeff Hansell

Meeting convened at 5:43 PM

Agenda Item 1: Minutes from previous WRC Meeting were unanimously approved.

Agenda Item 2: Paul Roberts to report on the Economic Development Committee and their input on the website. The report has been postponed until a future meeting. Ellen noted the EDC gave a comprehensive report to the Select Board on the Monday evening prior to tonight's meeting.

Agenda Item 3: Status of hitting requirements for RFQ: Kimberly and Ellen have been meeting regarding the RFQ. Kimberly reported they have created a draft, utilizing sample data provided by Dave Petto from communities such as Chelsea, MA. Determining desired website format. Created a template and began to fill it in. Want the site to include functions such as a Search feature and the ability to display Agendas and Minutes. How do we position the needs of function to the platform with a mindset of what would be easy to use for residents?

Ellen presented the draft RFQ. Items in red type indicate items which need to be worked out. Ellen submitted the RFQ to the WRC via email @6:30pm on 2/17/2022. Todd suggested not including names and email addresses for all employees on the website, as it would make us an easier target for phishing attacks and that a simple form may be a better option. Mike suggested costs for training and support over time be explicitly defined. Kimberly suggested we inquire about online training materials and classes. Mireille inquired about the scope of the project, specifically as it relates to Town departments which maintain their own, separate web sites. Is it clear that sites belonging to Recreation or Schools will not be part of this project? Ellen stated she had not heard anything about the Library giving up Minuteman or the Police giving up their domain. Todd asked if CivicPlus had been bought by Granicus. It had not.

Kimberly and Ellen will meet in advance of the next WRC meeting and submit an updated draft RFQ to the WRC. Kimberly suggested we should obtain analytics for Belmont's current web site.

Meeting adjourned at 6:18 pm

Respectfully submitted,

Todd Consentino