Minutes Ad Hoc Web Site Committee

Jan. 25, 2018

Meeting Opened at 7:15 PM at Town Hall Annex. Present were Camille Collins Lovell, Lynn Field, Pam Engberg

Pam motioned to accept minutes as read, Lynn seconded; minutes accepted 3-0.

1. There was a discussion comparing MyTownGovernment with Virtual Towns and Schools (VTS) "Post and Go" function available in their new release. We should clarify to potential users that MYG only replaces the calendar function and will not affect the rest of the web site. VTS technical support would continue to support Carol as usual with all other functions.

2. Lynn presented a comparison of MTG and VTG "Post and Go" features (see Appendix).

2. Who would make the decision to use MTG as the official public posting software? Lynn: the "chief executive officer of the municipality" (Select Board) is the responsible party for deciding how meetings will be posted. (Open meeting Law update posted 10/2017).

3. It was decided to schedule demos with the personnel primarily responsible for postings, to introduce the software and get feedback. Pan will schedule meetings via email using the "contact spreadsheet" we compiled for the pilot, and request users to use "when2meet" to schedule.

4. If agreement is reached to implement MTG, we must continue to post using the bulletin board until the AG's office OK's the change.

5. A question arose whether the new VTS "post and go" software also does scheduling of the venue. Lynn will contact the vendor for feedback.

Meeting closed at 8 PM. Next meeting will be scheduled after demos and feedback are completed.

Respectfully submitted

Pam Engberg

Appendix

| Operation Options | MTG | VTS P&G |
|---|---|---|
| Allows multiple users with limited Access | x | x |
| Ability to post meetings electronically from anywhere | x | x |
| ability to make changes to postings prior to 48 hr. deadline | x | x |
| Ability to post agendas directly | x | x |
| Ability to post future meetings (e.x. "second Wednesday of every month") | x | x |
| Notification that agenda is due prior to the 48 hour deadline | x | o |
| Ability to post notices with a start date | x | ? |
| Ability to post notices with an expiration date | x | x |
| 24-hour telephone line that reports all mtg. postings and agendas | x | o |
| Ability for citizens to request email alerts when a committee's meeting is posted | x | ? |
| Cost | free | $5,000 |