

## Second Meeting

Tuesday January 2nd 2018, 7:30 – 8:30 pm

Town Hall office

In attendance: Frank Della Rosa, Pam Engberg, Lynn Field, Camille Collins, (Bob Sullivan briefly)

Pam made the motion to approve the notes from the December 11 meeting as published, Frank seconded the motion, and the notes were approved.

1. Report back by Lynn on her consultation with Carol Camerota, assistant to the Board of Selectmen. Carol is comfortable that the use of MyTown Government (MTG) Calendar won't add to her workload. While the current web site does allow for upload of minutes and agenda, it is not easy to do.

2. Report of Ad Hoc Committee members' review of the Mytowngov.org websites and Tutorial:

- Tutorial makes it clear how to add meetings, use calendar, add documents
- Tutorial does not teach how to create a new committee or add a new user account, both are admin functions that would be important for local administrator to know.
- Question: does the platform allow general public to sign up for email alerts? Lynn to ask Joshua Smith
- Is 24/7 availability is required - visual and audio – a requirement by Open Mtg Law? How do other towns do it? Lynn to call other users of MTG
- Lynn spoke to town clerks from various towns using MTG. Hardwick town clerk said that set-up took only 6 hours, and it was easy. Attaching Lynn's notes to these minutes.
- Lynn learned that Tantasqua adds its meetings to Brookfield's MTG calendar.
- Frank suggested that this committee should write up a summary for the board, part of a business case, clearly outlining the advantages of the MTG, specifically, what it can do that virtual town hall cannot (including open mtg. adherence, room planning to avoid conflict). Frank to get more info from Chatham on these comparative benefits.

3. Report of problems encountered with using our current system

- Currently, agendas and meeting notes don't get posted on the website because documents are not received by Carol, who is default administrator for website, although Bob Sullivan also has an account and could post documents that he receives. (Is this correct?)
- The committee notes that *even if technology is improved, there are issues with accountability, process, oversight for open meeting compliance that need to be addressed*, independently of new technological tools.
- Committee members agreed that it would be important to clarify the consequences of non-compliance with the open meeting law for town government because it will help to motivate use of the system.
- Bob said: State will be performing audits and imposing fines on non-compliant towns. Freedom of Information Act will require records access officer in each town, and town clerk will be by default if no other is appointed. Lynn to dig up info on fines.

#### 4. Determining the next steps in our process

- Gather more info on the above questions
- consider a pilot MTG site, not open to public, but would allow potential users to try it out.
- Next meeting: Thursday 11<sup>th</sup> meeting, at 275 Brookfield Rd (near Devil's lane). Lynn to post.

#### Annex: Lynn's notes

I spoke with the following town clerks to obtain their feedback relative to Mytowngov.org.

Paula Roberts, Hardwick

"The site is absolutely wonderful" " It saves me so much time". She reported that it took about 6 hours for the initial set up. That involved entering in each user and doing a group tutorial. It currently takes 5 minutes, or less a month to maintain. Advantages cited by Paula:

1. Town boards post their own meetings and agendas.
2. postings can be done from home, as can any changes to the agenda.
3. The clerk automatically receives the notice when it is posted.
  4. Cancellations can be done from home
  5. If a board has regularly scheduled meetings, such as the second Tues. of each month, they can be posted ahead of time.
6. The site will send a reminder to post agendas for previously scheduled meetings prior to the 48 hour deadline.
7. If an agenda has not been posted, and time is getting short, the town clerk will also be notified.
8. There is a place to post requests for bids for a project. The information can be entered anytime, with a start date and an end date.

It will then appear on the site for the determined number of days.
9. The Selectmen can vote to have used as an official posting site.

•10. For residents without computers, there is a phone line that can be accessed 24/7 that will read you the scheduled time and place of any meeting and the agenda items. Any changes that are made to a posting will immediately be made available to the phone access line.

Mike Seery, Brookfield

"I love it! It's easy, user friendly, and saves so much time, because the do their own postings. "

1. Initial set up took very little time
2. It takes less than 5. Minutes to add a user or delete one
3. There is no other site maintenance
4. Tantasqua is a user, so they post all of their own meetings and agendas.
5. Minutes can be posted there also.
6. Since it is state approved as an official posting site, the Selectmen just need to verify that this will be an alternate site.

Anthony Turi, asst. town clerk, Norfolk

"We are very pleased with it."

1. There is no maintenance
2. The set up process for new users process is easy, less than five minutes.
3. It is easy to use, a quick tutorial and they're ready to go
4. It lets you know if you have not met the 48 hour requirement, making it easy to track compliance.
5. They no longer use it to post minutes, as they are recording them on the website, directly, since they have changed from Virtual Townhall to Norfolk.MAUS.