

Thursday, November 9, 2023 at 6:30pm — Town Office, Brentwood NH 03833

Committee Members in Attendance: Chair: Stefanie Lewendon; Vice Chair: Steve Dawson; Members: Letty Bedard, Becky Dunham, Josh Bertoulin

Committee Members not in Attendance: George Koch, Caleb Labbe

Advisory Members in Attendance: none

Guests: Liz Faria

The meeting was called to order at 7:38pm

Administrative

Review of revised minutes from October 12, 2023

Motion to approve minutes by Stef, seconded by Becky, motion approved the 4-0-1 (in favor-oppose-abstain)

AV Update

- Stef spoke with Jillian to combine efforts with Planning Board; Jillian would like to collaborate/assist
- Josh: Helpful to have a budget range to work with; Audio can be the most expensive; We can make audio better with a DIY solution; Still looking at portable solution
- PUBLIC COMMENT: Liz: *Big problem with audio at home, really hard to hear soft speakers*
- Josh: We need to focus on streaming or audio as priority; can only fix one problem and stay to a lower budget
- Becky/Steve: Using impact fees; what kind of allowance is there to be able to solve the problem
- Stef: We could submit 2 costs: the DIY version and a complete version that goes out as a warrant article
- Josh: Come up with priorities to get a solid quote from vendors: Screens, microphones, other equipment
- PUBLIC COMMENT: Liz: *If you are in the room, you can ask someone to speak up*
- Becky: Deficit is in the remote/streaming
- Josh: Trying to avoid a complex system; ease of use for anyone in the room
- Josh/Stef/Letty: Future Town Hall would benefit in planning phase in knowing the cost
- Becky: What is the life span of equipment / vendor contract
- Josh: anywhere from 5-8 years, depending on commercial or home equipment; DIY version has no contract, might be good to recommend a vendor support contract with a more complex system
- Josh: Maybe present TV/Screens first / Buy consumer grade TVs on Black Friday to save a lot of money and a digital mixer; wireless HDMI; stand or wall mount
- Josh: Try to present to Selectboard 11/21
- Try mounting TVs to wall; 1, 2 or 3; corners of front of room?
- Group is okay with Josh to move forward with quote; Bring Letty/Jillian/Karen in for consulting

Website Update — MunicipalOne (MO) Preview

- First reaction: excited, clean & organized, so much better than existing
- Overall comments:
 - Menu on top, words are getting cut off
 - Calendar on mobile view is not responsive
 - Is responsiveness working properly?
 - Welcome header on mobile goes too small
 - Will photos stay same? Will we have the ability to update images or does MO have to
 - Navigation: Banner needs re-organizing; icons need to be updated/consistent; column on left should be same within committees so you don't lose track of where you are
 - Sequence has to be alphabetical in some places

- Lost template for committees we saw previously; some parts will populate when add to Directory
- Change 'agendas & minutes' to 'recent meetings' in committee template
- Karen's feedback:
 - Rec needs to be within Town Services; Library & Schools need to be in community
 - Separate Tax Assessment (Town Administrator) from Tax Payments (Town Clerk/Tax Collector)
- May need a small group work session to see what we can change what MO needs to handle; finalize navigation and organization
- Timing/Strategy:
 - Karen needs 30 days to notify the current vendor
 - Focus on the main website (with Police/Fire) to launch
 - Tackle Rec post-launch; link to current site at launch
 - Wait to migrate Library for now
 - Include entire navigation for website to allow for users to get used to site map
 - Include 'info to come' on pages where content is not developed
 - Launch ASAP, possible to launch in 2-3 weeks?
- Becky was just trained on current website; will be interesting to compare experience with new website
- Should standardize uploaded documents to PDF

Set Next Meetings

- Meet second Thursday of the month: Dec 14, Jan 11, Feb 8
- Meeting time & location: 6:30pm at the Town Office

Summary of Action Items

- Stef to check back with Jillian to see about presenting a plan to Selectboard; buying screens
- Stef/Josh/Letty to work over weekend to build website

***Motion to adjourn by Stefanie seconded by Becky, motion approved the 5-0-0 (in favor-oppose-abstain)
Meeting adjourned at 8:10pm***

Respectively Submitted, Stefanie Lewendon—Chairperson, Communications Committee