

Thursday, October 12, 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, Caleb Labbe

Committee Members not in Attendance: George Koch, Josh Bertoulin

Advisory Members in Attendance: none

Guests: none

The meeting was called to order at 6:36pm

Administrative

Review of revised minutes from September 14, 2023

Motion to approve minutes by Stef, seconded by Becky, motion approved the 5-0-0 (in favor-oppose-abstain)

AV Update

- Josh has found a DIY version is the least expensive route and collecting pricing/items
- Possibly present range of pricing options; good to info to have for future municipal bldg
- Preparing to present to Selectboard but not sure when exactly
- Planning Board/Jillian has done a lot of research/budget for screens etc
- Stef to reach out to Jillian and cc Josh to potentially combine efforts

Website Update

- Josh heard from MunicipalOne and we should receive a working prototype 'shortly'
- Andy was in the process of setting up Stripe; needs to work with Karen/Joyce (Treasurer) for banking info
- Letty to work on info/write-up for Supervisors of Checklist
- Stef took Becky's Town Clerk Docs; streamlined content; Meet with Daphne on Thursday
- Stef to meet with Karen Monday morning
- Becky suggested to select a review group to test drive before launching; Letty suggested to recruit all/some of Selectboard; town employees

Think Tank Sessions >> Timeline to work toward & potential guidelines

- Admins / Permissions
- Social Media
- Photo Uploads from Events
- Prototype Review
- Soft Launch > Chance to review before going live
- Phase 1 / Phase 2 / Phase 3 Goals:
 - Improved User Experience & Navigation
 - Access to Information
 - Rec Dept revamped with new registration/payment process / Holiday Stroll is next event
 - Needs to maintain current functions
 - Migrate current website info
 - Committees
 - More detailed info about Selectboard / Town Admin / Town Clerk/Tax Collector
 - Citizens Guide
 - Town Projects / should be on the bar – solar array is on current website / current & create archive

- Calendar
- News/Updates - heaviest recurring task
- Cemetery content/presence improved
- Selectboard Doc - searchable PDF

- Public / evolution over the next year
- Potential dates to work toward; depends on receipt of the prototype
- Possible schedule feedback meetings post-launch ? Or would that be for MunicipalOne to support
- Guidance from MunicipalOne (experts; our committee represents the community wants/needs)
- When/How will ownership shift from committee to staff (with support as needed)
- MunicipalOne handles Training and available for tech support
- Content maintenance / who leads/owns
- Committee works over the course of the next year; created content for the base to hand-off to staff for future work, management, coordination
- Potentially dept heads might be responsible for their pages – for them to decide
- Committees will manage/post agendas/minutes (who is responsible by law to post?)
- Annual content/links audit around March; when names/roles, financial changes; possibility of communications committee only meeting once a year to help with audit
- Once prototype is delivered, everyone take time to review async and meet to talk thru feedback
- Present Prototype (once reviewed) to Selectboard
- Soft Launch review
- Launch: December?
- Training Sessions – break down to series of training sessions? Can the sessions be recorded for reference

Additional

- Communication with Selectboard – possible scheduled check-ins with Russ – Stef or Steve
- Possibility for an annual/bi-annual/quarterly meeting for chairs of all board to meet and share ideas/goals

Set Next Meetings

- Meet second Thursday of the month: Oct 12, Nov 9, Dec 14 / Hold Oct 19 & Oct 26 @6pm
- Meeting time & location: 6:30pm at the Town Office

Summary of Action Items

- Stef to email Jillian; cc Josh; re: AV efforts
- Stef to meet with Karen/Daphne
- Letty to continue working with Andy/Rec; Stef to assist
- Letty to work on Supervisors of the Checklist
- Everyone keep creating and/or reviewing content

Motion to adjourn by Letty, seconded by Stefanie, motion approved the 5-0-0 (in favor-oppose-abstain)
Meeting adjourned at 7:45pm

Respectively Submitted, Stefanie Lewendon—Chairperson, Communications Subcommittee