

Thursday, August 17, 2023 at 6:30pm — Town Office, Brentwood NH 03833

Committee Members in Attendance: Chair: Stefanie Lewendon; Vice Chair: Steve Dawson; Members: Josh Bertoulin, Letty Bedard, George Koch, Caleb Labbe

Committee Members not in Attendance: Becky Dunham

Advisory Members in Attendance: Andy Gray, Karen Clement

Guests: Liz Faria

The meeting was called to order at 6:32pm

Administrative

- Review of meeting minutes from July 13th
Motion to approve by Stef, seconded by Letty, motion approved the 4-0-2 (in favor-oppose-abstain)
- Emails:
Karen to Stef / write the non-public meeting minutes
Jeff Donald / suggestion to include various social services on the website; he can provide a list/links

General Comments

- George: Are we including businesses/services in Brentwood? Need confirming / possible soft launch
- Letty: Selectboard would like some public information sessions

Introductions

- Current members (Stef, Letty, Josh, Steve) new members (George, Caleb) introductions
- Overview of projects and current focus
- Google Docs for agenda/minutes; website content building

Website

- Help with collecting info from Town Depts / Committees
- Cemetery - George/Stef to meet with Joyce
- Social Media future planning - bring Caleb in to help organize/plan - need one master admin for each page for future/guaranteed access
- Building Inspector page needs more info
- Citizens Guide - Steve to work on this section
- Stef - need some kind of info graphic to explain how town depts work together
- Letty - How much info needs to be live? Prioritize Town Clerk, Committee, Calendar
- Steve - Launch Date?
- Josh - MunicipalOne (MO) has site map; mock-up should be delivered to us on Monday for review
- MO will need to focus on Rec (activities/facilities), photos of facilities/spaces available for rent
- Need immediate content to be finalized
- Caleb volunteered for photography; had to delay
- Need to meet with Andy to set up CC processing
- Letty will work with Andy to organize info; Josh & Letty to work on payment processing
- Josh - we have a 5-month window to set up Rec; finish content migration and training session in Oct
- We can continue to add content after MO sets up shell of website
- Rec is most intensive for training; work on Rec all of Sept
- 2 Trainings - Website & Rec - staff as well as members of our group

Public Comment

Liz Faria - Rec Commission is deciding whether they are doing Venmo or PayPal; involve Julie (chair) in discussion

- George: Are we setting new payment systems? Current EB2 system will continue
- Potential soft launch Oct 1; Prioritize town services and Rec may need more time
- Josh to reach back out to MO for contract time frame
- Review incoming mock-up to gauge timeframe need
- Will need some kind of announcement/communication when website launches
- Same URL
- Town is still having technical issues with email; temporary workaround is not conducive; will create confusion
- George offering to assist Karen; potentially work with vendor; call or stop in
- Does the IT/Tech vendor need to be re-evaluated?

Public Comment

Liz Faria - Do we send emails to different addresses now? Need to have one. Needs to be fixed.

- Do we need to meet as a group to review and give feedback? Yes
- Send mock-up for initial thoughts, meet Monday, 8/28 for compile feedback
- Need for a master calendar to hand-off to MO
- Content from website can transfer over to other projects
- Public Works - pothole, plowing, garbage, hazardous waste etc
- Josh - List assets for Police/Fire/PW - some info is on current website
- Police - best to have contact info first
- Caleb - lead/organize photography: staff, facilities for phase 1; due date might be third week of Sept; all front-facing staff, selectboard as group and/or individuals; wait on committees; headshots
- Library has established website - maybe transition as a second phase; meeting minutes would need to be included in initial migration; MO has the url already
- Building Inspector - Permitpro link - need more info there
- Maps - Becky has been working on getting an updated map file
- Talk to dept heads to find out wants for new website
- Jack Mitchell provided a write-up for the Budget Committee
- Create checklist/form to collect info

AV Update

- Josh - was on vacay for Selectboard mtg
- Letty updated with high-level info; board wanted firm numbers to be able to move forward
- Waiting for vendor to provide a detailed estimate for screens & hardware encoder
- Hope to discuss price list at our next meeting
- Our group is volunteering to install; will save a significant amount of cost

Set Next Meeting

- Next 3 regular meetings: August 28, September 14, October 12 (second Thursday of the month)
- May need to meet more frequently, as needed
- Meeting time & location: 6:30pm at the Town Office (unless otherwise posted)

Additional Items

- Steve - The bulletin board (kiosk) window is hard to read and needs attention; maybe it needs cleaning? Or replacement.

- Josh - Could we update to a screen?

Public Comment

Liz Faria - What is the committee spending so far?

Group - We are advisory, Selectboard is allotting amounts based on our research; We do not have a budget

Liz - How is the website being paid for?

Group - Website is coming out of Impact Fee fund; we think payments have been made according to contract; see Selectboard minutes for exact funding

Liz - AV spending?

Group - nothing has been allocated/spent on AV; we are very hyper-aware of being conservative in spending

Action Items

- Letty to work with Andy on Rec content
- Letty/Josh to collaborate for Rec payment systems
- George/Caleb to work with Joyce/Cemetery, Police, Fire, Public Works
- Josh to find out contract timeline
- Steve - Citizens Guide section
- Becky - Town Clerk section
- Stef - Committees / Town admin, Welfare
- Letty - calendar items from Karen; create a master calendar
- Caleb - lead photography / Stef will email Karen to introduce Caleb
- Becky - updated town map file from Exeter

Motion to adjourn by Stef, seconded by George, motion approved the 6-0-0 (in favor-oppose-abstain)

Meeting adjourned at 8:06pm

Respectively Submitted,

Stefanie Lewendon—Chairperson, Communications Subcommittee