

Thursday, December 14, 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, Caleb Labbe; **Committee Members not in Attendance:** George Koch; **Advisory Members in Attendance:** Karen Clement, Janice Wiers; **Guests:** none

The meeting was called to order at 6:30pm

Administrative

- Review of revised minutes from November 9, 2023
Motion to approve minutes by Letty, seconded by Becky, motion approved the 5-0-1 (in favor-oppose-abstain)
- Email communication with various committees regarding website content

Website Update

- Members reviewed MunicipalOne (MO) preview; provide feedback
- Prior to launch, Karen is requesting official MO training
- Assign MO training: Karen, potentially Daphne and/or Jillian, members of our committee (silent)
- Josh to schedule MO Training for mid-January on a Tuesday
- Website Office Hours for content feedback: Stef @ Town Office Jan 9 & 10, 9am-12pm
- Our team to help train Committees
- Weekly Website Office Hours: our committee will volunteer for stop-in help
- Create training packet and/or videos
- Committee admin/access levels: Comm Page(s), Calendar, Agendas&Minutes, Directory?
- News/Announcements admin Karen/Daphne only
- Can pin a News item to top of page
- News/Announcements Categories: Town News / Public Safety / Rec
- Committees/Dept can submit town news
- All news published will auto post to FB - category can auto-post to diff FB pages
- Josh to ask MO about making an enhancement to add color to Calendar
- Josh to schedule training – give Karen a week or two before launch
- Launch date TBD – on a Wednesday to allow time for any issues
- Andy/Karen working on Stripe set-up – need to request a letter on bank letterhead
- Agendas & Minutes upload – need docs in organized into folders to hand-off to MO for populating, or we need to assist with downloading from website
- Does the town have a One-Drive shared drive option? Website has storage folders
- Is there a records retention policy for the website? Not necessary because not required to post on website legally, we provide as courtesy for public
- Should we hold back on Notifications? We need to finish uploads prior to launch – will make a last minute decision whether to hold subscribe option
- How far back does news need to be posted? 30 days - can set an exp date to fall off the website
- MO to update news items posted on website
- Letty to handle Budget Committee Agendas&Min file collection
- How does Employment&Volunteer page – we might be able to hide postings to be able to repost easily
- Only open position is Trustees for Trust Funds
- Any Town Election news items need to be migrated
- Caleb - one more photo session for Elected Officials & any additional positions - Jan 2
- Fire Dept requested to not have individual photos
- Karen to provide short write-up about Property Assessor
- Selfies from committees? Can submit beforehand (or maybe they upload to the Directory)
- Portrait image is 200x150pxi cropped – need to see if MO will change the default size to this

- Stef to reach out to committees for photos
- Make a Youtube Video that introduces website to post on FB - show all ways to find garbage!
- Stef has list of fixes to talk thru with Josh
- Add Caleb to editing access – he can handle banner images
- Add a Community Calendar? Google Calendar - to follow Town, School District, Library calendars
- MO has made big customized changes for our website
- Need a list of folks who need website access – emails / Karen is meeting with Dept Heads next week
- Committee email address personal vs group/town email addresses - table topic for another day
- Saving Library for after Rec is done
- Janice is looking into UNH Repository to hold/post current AR - always post current year on our website
- Diff between Bulky Waste Sticker (Curbside) – disposal sticker is to town shed
- When garbage isn't picked up - call Casella - trash needs to be out by 6:30am (routes can change)
- Permit does not need to be on the car – sticker gets handed to hwy shed during open hours

AV Update

- Josh waiting for some components to be ordered because of out-of-state; able to save money
- Start install over weekend with completion during week between Christmas/New Years
- Karen to let PD know we are in the building

Additional items

- Google: Raymond Voter Information Project
- Work with Bud Comm to communicate budget process

Set Next Meetings

- Regular meetings: second Thursday of the month: Dec 14, Jan 11, Feb 8, 6:30pm at the Town Office

Summary of Action Items

- Josh: 1) schedule MO Training for mid-Jan on a Tues / launch 1-2wks later on a Wed
2) ask MO about making an enhancement to add color to Calendar
3) ask MO to change the default directory portrait size to 200x150px
4) ask MO to update news items posted on website / agendas that have been provided in upload folder
5) add Caleb to editing access – he can handle banner images
- Letty/Stef to create training packet and/or videos
- Letty to handle Budget Committee Agendas&Min file collection
- Karen: 1) to email Dept & Committee Heads on Mon
2) work with Andy to request a letter on bank letterhead
3) provide short write-up about Property Assessor
- Caleb to organize one more photo session for Elected Officials & any additional positions - Jan 2 5pm-ish
- Stef: 1) reach out to committees for photos
2) work with Josh on list of fixes
- Everyone to review website for accuracy/mistakes
- Janice is looking into UNH Repository to hold/post current Annual Reports

***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 Committee