

Town Website Committee Meeting  
Tuesday, February 7, 2023  
VIA ZOOM



Members present: Kathryn Boughton, Susan Caughman, Sue Frisch, Deborah Nelson

Alternates present: Elizabeth Borden, Jim Jasper

**Call to order** - Meeting was called to order at 5:04 p.m. Sue Frisch appointed Libby Borden and Jim Jasper to serve as voting members until other members join the meeting.

**Approve minutes of December 6, December 9 & January 3** - Jim Jasper made a motion to approve the minutes of December 6. Libby seconded the motion. Deborah M. Nelson made a motion to approve the minutes of December 9. Susan Caughman seconded the motion. Kathryn Boughton made a motion to accept the minutes of January 3. Libby seconded the motion. All minutes were approved. Jim was relieved of his voting duties.

**Website budget for 2023/24** - Budget previously discussed with First Selectman Matt Riiska was reviewed. Salary for Kathryn increased by \$1,000. Website wages for Savage were increased by \$100. Members are in favor of wage increases. Overall budget increase by \$2,370. Kathryn abstained from voting. Libby made a motion to accept the budget. Susan seconded the motion. The budget proposal was approved and Sue will send our request to Matt.

Libby made a motion to add the state of the website to the agenda. Kathryn seconded the motion.

**New page for documents such as zoning applications** – Discussion was held regarding posting documents supporting applications to town boards and commissions, and documents for proposals to be voted on by the entire town which are available for public viewing in the Town Clerk's office. Having tested the addition of such documents to the website when adding the application for a community dog park, the committee discussed adding all such documents going

forward. Jim suggested creating a new kind of post for public hearings (separate heading enabling us to customize and differentiate hearings and Town Meetings). Documents such as letters can be added to the post when they become part of the public record. Jim asked all committee members to make a list of what we think the new Hearings post should include. He recommended scheduling a special meeting once we have more examples of Public Hearings and Town Meetings. Libby made the motion to move forward on the project and Kathryn seconded the motion.

**State of the Website -**

Traffic report was presented by Susan. Users up 12% compared to last month. Sessions increased by 11%. Pageviews up by 17%. Top pages – Page views were Town Hall, Assessor and Tax Collector.

Newsletter update - Kathryn reported 355 subscribers (up 10 from a month ago) and 386 contacts.

**Advisor comments** - Jen Pfaltz commented that the announcement for the gas spill meeting was difficult to find on the website. A possible solution suggested by Jim would be a banner at the top of the page for upcoming meetings/hearings.

**Public comments** – None.

**Concluding Remarks** - Libby recommended inviting Savage Frieze to the next website meeting.

**Adjournment** - The meeting was adjourned by Sue Frisch at 6:14 p.m.

Respectfully submitted,

  
Deborah M. Nelson

Secretary