

Town Website Committee Minutes  
Tuesday, August 4, 2026  
VIA ZOOM



Members present: Sue Frisch, Deborah Nelson, Jennifer Pfaltz, Ben Rotolo  
Alternate members present: Jim Jasper  
Also present: John Hartje

**Call to Order** - The meeting was called to order at 5:05 p.m. by Sue Frisch. Jim Jasper was appointed to vote for Ben Rotolo.

**Minutes** - Motion was made by Jennifer to approve the Minutes from the July 7, 2026 meeting. Susan seconded the motion. Motion passed.

**Proposal for a New Website Page** - John Harte proposed adding a new page to the Town Website for the stained glass windows at 7 venues within walking distance of the Village Green: Battell Chapel, Church of Christ First Congregational, Whitehouse, Church of the Immaculate Conception, Church of the Transfiguration, Manor House and Norfolk Library. It is quite a unique mix of secular and religious windows. John has compiled descriptions of each window. He has offered to pay for website page design. Jennifer proposed a motion to add a new page to the website for the stained glass windows in Norfolk. Deborah seconded the motion. The motion passed unanimously. Jim proposed making the stained glass project into a "micro site". Susan suggested that we postpone the decision to create a micro site until after review of the material. She agreed to assist Jim with the project.

**Committee** - Sue would like committee members to come up with recommendations for potential new alternate member.

**State of the Website -**

General - The state of the website appears to be good. We have begun to introduce pictures and descriptions of Town Hall employees and offices starting with the First Selectman.

Statistics Sue reported Mail Chimp statistics of 664 subscribers. Susan will send a traffic report.

Technical - No report.

**Advice & Advisors** - No report.

**Additional business, by  $\frac{2}{3}$  vote** - Susan Caughman suggested running a new Norfolk photo contest.

**Public comment** - None.

**Adjournment** - Sue Frisch adjourned the meeting at 5:46 p.m.

Respectfully submitted,  
Deborah M. Nelson  
Secretary