

Town Website Committee Meeting
Tuesday, April 7, 2026
VIA ZOOM



Members present: Sue Frisch, Deborah Nelson, Susan Caughman, Jennifer Pfaltz, Devin Carlton, Ben Rotolo
Alternates present: James Jasper

Call to Order - The meeting was called to order at 5:03 p.m.

Minutes - Ben made a motion to approve the minutes of March 3, 2026. Jennifer seconded the motion. Motion carried.

State of the Website -

General - Sue requested that members look over Boards, Commissions and Committees website pages and come up with possible images.

Statistics - Sue reported 647 subscribers to Norfolk Newsletter. Our Town Website poster campaign has been very successful thanks to Devin. Susan reported that the website traffic plateaued in March compared to February considering the three additional days in March. Although we show significant growth from last year. Of note I the report is again the high percent of direct users – visitors to the town website who go directly to the site to find information they need.

Technical - Jim reported that he has addressed the storage issue. He acquired a plug-in that manages the relationship between Media Library and Amazon web services (AWS). The last step is to remove old images. Ben reported that the deadline for ADA Compliance is April 24, 2027. Devin and Ben will coordinate their schedules to complete compliance requirements.

Advice & Advisors - Jennifer will resend questions to develop a list of potential questions for committee members to ask ad hoc advisors.

Additional Business, by 2/3 vote - None.

Public Comment - None.

Adjournment - The meeting was adjourned at 5:28 p.m.

Submitted by,

Deborah M. Nelson
Secretary