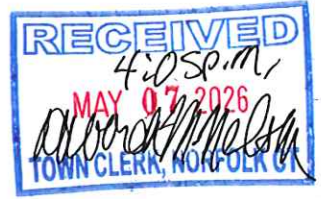


Town Website Committee Special Meeting Minutes  
Tuesday, May 5, 2026  
VIA ZOOM



Members present: Sue Frisch, Deborah Nelson, Ben Rotolo, Jennifer Pfaltz  
Alternate members present: Devin Grosso (5:09)  
Advisory Members present: None.

**Call to Order** - The meeting was called to order at 5:05 p.m. by Sue Frisch.

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

**State of the Website -**

General - Sue reported that the Norfolk Newsletter circulation has remained consistent. The suggestion was made to try to boost attention to the Events calendar. Jennifer reported that more organizations are reaching out to her to add events to the calendar. She spoke to The Hub regarding additional information to add for Friday Nights on the Green. Savage Frieze has been taking pictures to add to the hero images.

Statistics (Susan) - No report.

Technical - Sue reported that Jim has been working on some problems on the website due to the changeover to additional storage as they occur. Ben and Devin had briefly spoken about accessibility issues, and they are exploring options for a WordPress plug-in. The issues they have come across are minor.

**Additional business, by 2/3 vote** - Sue asked for a motion to discuss additional business. Ben made a motion and Deborah seconded the motion. Deborah reported on FOI Remote Meeting requirements. In order to comply with FOI requirements, Zoom links will need to be posted at least 48 hours in advance and all future ZOOM meetings of the Town Website Committee will need to be recorded and posted for 45 days.

**Advice & Advisors** - Jen forwarded potential questions to committee members from AI and will compile a possible worksheet for feedback from users.

**Public comment** - None.

**Adjournment** - Sue Frisch adjourned the meeting at 5:50 p.m.

Respectfully submitted,

Deborah M. Nelson  
Secretary