



**TOWN OF PITTSFIELD
WEBSITE COMMITTEE
TOWN HALL, 85 MAIN STREET
PITTSFIELD, NH 03263**

MEETING MINUTES OF MONDAY, OCTOBER 16, 2017

CALL TO ORDER

Call to order at 7:18 P.M. by Clayton Wood, Chair

MEMBERS PRESENT

Clayton Wood, Chair
Robert Schiferle, Secretary
Cara Marston, Select Board Rep
Erica Anthony, Select Board Rep (Alternate)
Fallon Reed, Member
Kathi Connors, Alternate

MEMBERS ABSENT

Bill Provencal, Member

GUESTS PRESENT

None

MINUTES

(CW) Motion to approve the minutes from September 26, 2016.

(KC) Second.

Discussion: A spelling error and misuse of he/she in two places needed to be corrected.
Motion Carried 6-0

WEB SITE UPDATE

(CW) Provided an update of modifications and enhancements he is working on. He said the meeting calendar on the home page was enlarged for easier reading, and that he is testing the ability to make the minutes and agendas searchable. He also asked members if they agreed to archive minutes and agendas over one year old. They would still be available, but would reduce clutter on the main committee pages. The

committee members agreed this was a good idea.

CALENDAR ENTRIES

(EA) Asked about the random comments that sometimes appear at the top of the Town Calendar.

(CW) Said that those are items pulled from the community calendar that do not have specific times associated with them.

(BS) Said that there are still duplicate items in the calendar.

(CW) Said these items come from other calendars, and the solution is to avoid making any Town or School related entries in the community calendar, as these calendars are already included, resulting in the duplicates. The committee members agreed.

HB 170 - POSTING MINUTES AND MEETING NOTICES ON WEBSITE

(CW) Provided a copy of the HB 170, which takes effect Jan 1, 2018

(EA) Suggested it would be best to add the required comments on the home page, near the search box. She also suggested we should increase the number of documents on the website, and that a reminder could be sent to all committees. The committee members agreed.

SECURITY

(CW) Said that he was looking into improving security by making passwords stronger, implementing HTTPS, and disabling access outside of the United States. The committee members agreed.

Meeting adjourned at 7:55 P.M.

Clayton Wood, Chair

Date

Robert Schiferle, Secretary

Date

DRAFT