TOWN OF HUDSON

Web Redesign Committee

16 MAY 2023

Started 6 PM

Ended 7 PM

Hudson Community Center

Meeting called by: R Gray **Type of meeting:** Initial Meeting

Facilitator: R Gray **Note taker:** R Gray

Attendees: D Nichols, K Caruso, J Pineo

Minutes

Agenda item: Web Redesign **Presenter:** Group

Discussion:

Discussion was held amongst the group on goals and scope of the project. The following items are a few of the considerations:

- Change in URL from WordPress Domain to TownOfHudson.ME to match existing Email domain name
- Committee for maintenance and updating of site
- On-line forms
- Web Site Style
- Pictures
- Hosting Service
- Linking to external resources
- Posting of meetings
    - Dates
    - Minutes
    - Recordings if virtual
- Webmaster
    - Responsibility
    - Cost
- Town Web Policy
    - Content
    - Publishers
    - Expiration of data
- Establish regular meeting schedule

Conclusions:

Meetings are set to the 3rd Wednesday of the month, at 6PM at the Community Center. The following are items for the group to research for the June meeting.

Action items	Person responsible	Deadline
✓ Reach out to the Registrar of the TownOfHudson.ME Domain to include a Web DNS record	R Gray	Next Meeting
✓ Review other web sites to identify features or styles that are of interest in the future design	Group Assignment	Next Meeting
✓ Contact Policy Committee to work on Web Policy	R Gray	Next Meeting