

2024-01-16 Meeting Minutes

Attendance

Members: Robert Heller (Chair), Jesse Eisenheim, Beth Lewand

Announcements

None

Minutes

Minutes from 2023-11-14 and 2023-12-12 were read by Beth. Robert moved to approve, Beth seconded and the minutes were approved unanimously.

Training for the Town Clerk

Robert will contact Anna and schedule a time for the training. Jesse mentioned that Asa had e-mailed him also asking to post WRATS news items. Robert will also contact Asa about training. Beth and Jesse would also like to sit in on the training. Robert also mentioned that Proud City has a whole site with documentation that is available 24/7.

Maintenance workflow

Robert listed the 4 main types of updates: Meetings (most common), news items (eg Health Alerts), events (eg land auctions), and committee/board membership chans (that typically happen after the town election in May and at the start of the fiscal year in July).

Robert also talked about the main features of how the site is organized: public services are gathered under "Departments" while boards and committees are collected under a special "department" called "Boards, Committes, and Commissions", and each of the town officials has a department page.

Items not reasonably anticipated 48 hours in advance

Additional training: Asa

Schedule next meeting

Febuary 13