

Town of Durham Minutes and Agendas
Telecommunications Minutes 2010-02-08
Telecommunications
February 8, 2010 7:00 pm
Durham Town Office

Geoff Leighton opened the meeting at 7:00 pm.

Members Present: Geoff Leighton, William St. Michel, Kris Koenig, and Milton Simon.

Guest: John Jenusaitis

Secretary: Deborah Larrabee

Minutes from December 14, 2009 and January 25, 2010

G. Leighton moves to accept minutes as written for the dates of December 14, 2009 and January 25, 2010. Second by M. Simon. 4-yes 0-no 0-abstain

Introductions of Telecommunications Committee and guests.

G. Leighton gave an overview of what Durham was looking for in a website.

1. Currently WOW pages are managing the web pages.
2. Town needs a more local connection.
3. Town needs people to be able to update website.
4. Be able to change pictures and pages.
5. Need the Manager to be creative and anticipate needs of website.
6. Review of T. H. Creations Proposal dated February 4, 2009.

Presenters: T. H. Creations: Brenda Tami and Richard Stroud

Brenda gave the presentation on the website proposal.

- ◆ Content management system.
- ◆ Town can manage website very easily.
- ◆ Doesn't need any software.
- ◆ If you are familiar with Microsoft Office,
 1. Can type a word document or insert files. You can do the website.
- ◆ Rich Doc editor: What you type is what you see.
- ◆ Converts from Rich Text to HTML for viewing.
- ◆ Websites need to be updated quickly and kept fresh with new info.
- ◆ Communicate with your audience.
- ◆ Every page becomes a record and a data base. Make changes easily hit save, all done.
- ◆ Search feature for look up items and offices.
- ◆ E-gram: Sign up for Newsletter by e-mail.

Recently did website for Town of Sabattus

1. Calendar
2. Current events

3. Annual events
4. Keeps fresh contents
5. Home page
6. Pages can be made in draft status for review, and then published.

M. Simon inquired if what Durham was requesting was similar to Sabattus.

Brenda: Usually two contacts on primary and one secondary. The committee needs to decide who is desiccated to do what.

K. Koenig asked about Town Maps. G. Leighton stated the town is using PDF files. These are more downloadable.

Brenda spoke about minutes of meetings, Codes Enforcement files: IE: Ordinances.

Entities in town could create a page.

G. Leighton gap in communications with WOW pages. WOW pages not readily available.

G. Leighton spoke about training for website people.

G. Leighton are you using HTML5? R. Strout: Coming and will be adaptive when available. Only a few companies using this program right now.

W. St.Michel: Newsletter E-gram: Referred to the Inland Fisheries and Wildlife giving up their e-mail list. At first the agency denied. The agency was challenged and the Attorney General made them give the e-mail list up. The agency notified those affected.

Brenda: Towns people can subscribe to the electronic newsletter via e-mail. Then it ♦s by their own choice. E-mail to confirm that people want to receive the electronic newsletter.

If legally challenged: the people didn ♦t sign up to have e-mail given out.

G. Leighton: Electronic Newsletter would cut the cost of the newsletter. The streamlining of meetings would help as well. Four or Five year plan for website would be good.

Brenda asked what percent of the town ♦s people have high speed internet.
About three quarters of the people (estimate).

G. Leighton also spoke about the Eureka center will eventually have a computer and high speed internet for public use.

Brenda spoke about Public Service Announcements. How much storage on the web-site? Brenda will research. Have some third party vendors.

G. Leighton spoke about streamlining live or a compressed version that can be viewed later or an audio streamlining.

H. T. Creations has two or three C. M. Systems:

1. Word Press better text

2. Drupel- Better Blogging
3. Jumels- not used so much
4. Much of this can be done seamlessly without interruption.

W. St. Michel: Annual Recurring Hosting Fee: \$199.95: Basic Package

Brenda stated that the Basic package works for 95% of the users. This also allows for upgrade. The company does have a step up \$295.95.

G. Leighton stated that E-mails are done through Comcast/ Suscom. About 200 Megs.

T. H. Creations has some customers with 450-500 Megs per user.

G. Leighton suggested that T. H. Creations come down and meet with Warren Hatch Administrative Assistant and go over Web Site. Town is linked into Auto registration, Boat registration and Hunting/ Fish Licenses.

The Town now has web site, newsletter and town channel. Suggest link all into one.

Brenda spoke about training. Brenda will come down and work for one hour one on one training on the web site. She will also do online training. T. H. Creations has good support for administrators. Brenda will be willing to accommodate training hours. T. H. Creations will set up an off line site for administrators to try and formulate questions.

Committee will evaluate what T. H. Creations has presented and give them a call in 2-3 days. This will allow T. H. Creations to create a new proposal for Durham. T. H. Creations was thanked for their time. Brenda will send new pricing sheet and other recommendations.

The Town does have a purchasing policy in place.

Other B business:

J. spoke with Langler about the website. He was not impressed with the answers he received on his questions. Felt the company was trying to sell the Town more than they need. Also Microsoft licensing costs, access costs, hosting more expensive.

J. Jenuisaitis like talking with T. H. Creations. Good suggestions at a fair price.

K. Koenig also liked T. H. Creations: Good training/fair price.

M. Simon wished he had known about Sabattus web site would like to have checked out.

W. St. Michel stated he liked T. H. Creations even though Langler did the Fire Department.

G. Leighton moved to have T. H. Creations make a proposal for the Durham web Site. Second M. Simon
4-yes 0-no 0-abstain

M. Simon questioned that w. Hatch was the only one to work on the web site proposal. Felt more should be involved.

W. St. Michel suggested that more impute for others would be a good idea.

G. Leighton suggested that a meeting of Pauline, Shannon and Warren to do web site proposal suggestions.

W. St. Michel though that was a good idea. He really liked the idea of a newsletter you could subscribe to online.

G. Leighton felt it a good idea for D. Larrabee to attend also. G. Leighton will set up this meeting.

Next meeting of the Telecommunications Committee will be March 22, 2010.

Budget is turned in and ready for the Budget Committee.

The Committee discussed the Eureka Community Center. How best to set up the cable, internet and WIFI. For now the upstairs is closed by the Bureau of Labor. There is also \$2,000.00 dedicated to the Eureka Community Center and more budget money has been designated in the 2010 budget. Joe Whispell would like to finish however he can't get answers. G. Leighton will contact the Eureka Committee working with the building now.

Meeting adjourned at 8:10 pm. Deborah Larrabee, Secretary