TOWN OF HUDSON
Web Redesign Committee

18 October 2023
Started 6:00 PM
Ended 7:10 PM
Hudson Community Center

Meeting called by: R Gray
Type of meeting: Planning Meeting
Facilitator: R Gray
Note taker: R Gray
Attendees: J Pineo, D Nichols

Minutes

Agenda item: Web Redesign
Presenter: Group

Discussion:

- Meeting started with conference call with Barry Costa a local web developer.
- Barry explained the process he works through and broke it down to the following three phases:
    - Gathering of Material (Mostly conducted by the Web Committee)
        - Identifying content, format, and information
    - Design (Mostly conducted by the Developer)
        - Static lay out of pages and structure.
    - Build/Test/Go Live (Collaboration between Developer, Committee and Town Representatives)
        - Refining the finalized site, testing functionality and publishing
- Barry explained his approach of creating how to videos for Town staff to maintain current content.
- Barry also recommended Maine hosting company to host the finished site.
- The expected budget to include year 1 hosting for the redesign would be less than $6,000.
- The Committee is going to start collecting examples of layouts and designs that would enhance the site.
- The Committee is also going to work with the Policy Committee for the Web Policy but also some standardization in official documents for uniform publication.
- The Committee will work with the Select Board for Planning and implementation steps and timelines.
- It was agreed that Barry Costa is the preferred developer after reviewing the Revise proposal.

Conclusions:

Meeting concluded at 7:10PM. The following are items for the group to follow up for the November meeting.

Action items	Person responsible	Deadline
• Identify examples of Page layouts and information to present	Committee Members	Next Meeting
• Work with Policy Committee on Web Policy & Standardization of forms and format	R Gray	Next Meeting
• Follow up with Select Board on implementation, timelines and budgeting	R Gray	Next Meeting