

APPROVED: JANUARY 25, 2010

Attended by: Chairman Ammendolia & Selectmen Breen
Town Coordinator Dale Pleau

Meeting open

Pledge

1. Open Forum

Selectmen Breen discussed with the Board a future Fund raiser for the spring/summer.

2. Administrative Issues

Minutes/warrants

Motion by Selectmen Breen to approve the meeting minutes of December 23, 2009, Chairman Ammendolia steps down to 2nd, motion passed.

The Board signs the warrants.

Constable appointment

Motion by Selectmen Breen to appoint Kenneth O'Brien of 6 Swandale Drive as Constable with a term to expire on 6/30/2011, Chairman Ammendolia steps down to 2nd, motion passed.

Selectmen Breen recommend passing over the presentation of the Website noting Selectmen Tinio has been delayed and asking Mr. Pleau if there is any New or Old business the Board could address.

Mr. Pleau stated the Long Range Financial Planning Committee has submitted the proposal for financial management policy for the town and he has just started to review it. The Board also has a copy of the policy. It has been also forwarded to the accountant, treasurer & the assistant assessor to review to sit down and go over it together.

The Board recessed for 5 minutes.

3. Website presentation

Keith Loris from Sales Renewal presented to the Board his vision of what he would like to do for a new website for Mendon.

Several key factors are:

- Current site versus proposed new site
- Most requested features
 - Easy for visitors to use & navigate
 - Easy for employees to update
 - Filling out forms, applications, etc and paying for them online
 - Photos
 - Color
- Initial Service
 - Acquisition of new domain names
 - Design & construction of new site

The town site will be a seamless aggregation of departmental “Micro-Sites”

- Departmental resource centers
- Departmental 3D, photo, carousels
- Departmental event calendars
- Departmental Self-scheduling calendars
- Electronic form filling & paying
- Improved authoring system
- Integration with Cable 8 video
- Off-site communication
- Training
- Optional integration: property tax data
- Optional integration: map data
- Optional integration: web cam

Tentative Schedule

- Phase 0: by March 1
- Phase 1: 30-60 business days after begin
- Phase 2: 15-40 business days after Phase 1 ends

Initial service pricing

- Acquisition & management of new domain names
- Design & construction of site
- Micro-site features
- Eform filing & paying
- Improved authoring system
- Integration with Cable 8 video
- Off-site communication
- Training
- \$13,494.00

Questions

Selectmen Breen asked about self administer email accounts, in house. Mr. Loris replied yes.

Selectmen Breen asked about auto archiving email to Mr. Pleau, he replied they are on the server and are archived to the server; yes we are. Selectmen Breen requested to have research on this issue to follow the local law on town wide emails.

Selectmen Breen questioned e-commerce engine. H would like to look at this more closely. He would like to budget it.

The Friends of Mendon have donated the fee to cover the first year as well as the fee for the web site. The Board discussed planning for the following year how to fund it.

Selectmen Tinio enters the meeting.

Motion by Selectmen Tinio to go into Executive Session under MGL Chapter 39, s23B choice #3 with respect to collective bargaining & litigation to return to adjourn, Selectmen Breen 2nd, all in favor.

Roll Call Vote, Ammendolia – Yes, Tinio – Yes, Breen – Yes.

Meeting adjourned.

Respectfully Submitted

Terry Palmer
Administrative Secretary
Board of Selectmen