

2011-2012 Website Transparency Committee Charter

Organization

The Website Transparency Committee shall consist of five members appointed by the Board of Selectmen. Members will include:

- ◆ Two at-large town residents
- ◆ A representative of the Web Committee
- ◆ A representative of the town hall administrative staff
- ◆ A representative of the Board of Selectmen

All meetings will be posted, open to the public, televised on Channel 13, and have summary minutes recorded consistent with applicable RSAs.

At the first meeting, the Committee will elect a chair and secretary.

The committee and its charter shall expire at the March 2012 town meeting.

Purpose

The purpose of the committee shall be to:

- ◆ Identify specific items to add to the town website that enhance residents' access to town-related information
- ◆ Prioritize desired enhancements, including any which may not occur until after March 2012
- ◆ Research costs for enhancements, where applicable
- ◆ Identify and document who will be accountable for updating the information and how often
- ◆ Make recommendations for website changes, *before they are made*, to the Board of Selectmen for approval
- ◆ Maintain a list of all items added to the town website
- ◆ Research website administrator stipends at comparably sized towns
- ◆ Recommend a process for ensuring private/confidential information does not get onto the website
- ◆ Recommend to the Board of Selectmen before the March 2012 town meeting if the committee should be reconstituted for the next year.

Tad Putney

Clarence Farwell

Jack Flanagan

Karl Dowling

Darrell Philpot