



TOWN OF AYER
I.T. COMMITTEE MEETING
Meeting Minutes
Tuesday, May 19, 2015 4:00 PM
Ayer Town Hall

The IT Committee Meeting was called to order at 4:05 PM and adjourned at 4:45 PM; Four members were present: Cindy Knox, Robert Pontbriand, Lisa Gabree, and Allan Wilson. ✓

Approval of Minutes:

Minutes were approved for the September 30, 2014 & the March 10, 2015 meetings.

Motion to approve minutes by Robert Pontbriand, Seconded by Lisa Gabree - unanimous.

Website Redesign: Discussion of two different platforms we could use as part of our redesign. Both of these platforms are offered by Virtual Town Halls and Schools.

First Class – This is the Content Management System we are using now. The cost of a complete redesign is \$1,500 with an annual cost of \$2,500

Drupal – New website design featuring Responsive Web Design (RWS) This approach to web design is aimed at building sites to provide an optimal viewing experience – easy reading and navigation with a minimum of resizing, panning, and scrolling. The site will adapt itself to the hardware it is viewed on, whether desktop monitors, tablets, ipads, or smartphones. The site will have more design features and is not locked into the standard First Class templates. Conversion Cost is \$6,000 and the annual cost is \$2,500 (no change in annual cost)

There is money in the IT Budget to cover the costs.

Robert Pontbriand made a motion to go forward with the Drupal CMS with Responsive Web Design for \$6,000 setup fee

Seconded by Lisa Gabree

Motion Passed - Unanimous

Board & Committee Database Management System: This is a module that can be added to our existing (or redesigned) website. The Town Clerk & Town Administrator's Offices will manage a database of all Board & Committee Members. This will automatically populate the appropriate web pages. Another feature is that residents will be able to see where the vacancies are and can apply online. The Town Clerk will receive notifications when terms are expiring. This is a great alternative to the spreadsheet that is being kept to record these positions now.

Robert Pontbriand made a motion to go forward with the Drupal CMS with Responsive Web Design for \$1,495 setup fee

Seconded by Lisa Gabree

Motion Passed - Unanimous

Online Permitting: Cindy gave a brief update about online permitting. Working with the State IT office, there are four vendors that may be a good fit for Ayer. These are CitizenServ, Viewpoint, Full Circle, and Soltrix. Next steps are to secure funding and create a user task force to evaluate vendors. Task force could include Building, Town Clerk, DPW, Town Administrator, Board of Health, Fire, and Police departments.

Other Matters: Discussion of where the Town is with GIS. Robert and/or Cindy will discuss with Supt. Wetzel

Adjournment: 4:45

R.A.P.
2/3/2016

C.K.M.
2/3/2016
R.A.G. 2/3/16