

Town of East Montpelier web site policy points for discussion
August 4, 2014

These are drawn from e-Vermont's "Best Practices for Vermont Town Websites," our own discussions in town, and our current practice. They are presented in no particular order. Final form will probably be amendments to the "Website Policy and Privacy Statement" adopted Nov. 5, 2013.

No advertising (to avoid any issues with conflict of interest)

Any town committee, commission, board, or sub-committee shall be issued its own page under the Boards and Committees tab. Here the basic information (what it is about, who the members are, contact information for at least one member) about each committee, commission, board, or sub-committee will be included, with a link to the page with the minutes.

The revised policy will be posted under the About tab, posted to FPF, and emailed to the list receiving SB agendas and minutes.

All content goes to the Town Administrator for posting.

If there is a disagreement about posting something, who resolves it? Does each elected official and chair of a town committee, commission, board, or sub-committee have ultimate authority over that section of the site, or is there a more central person who ensures that the tenor on the site as a whole is uniform?

Who is back-up in case CBJ is unavailable?

e-Vermont: "Ensure continuity of operations during emergencies; develop emergency procedures." How to do this?

Add a disclaimer to the "Community Links" page: "The Town of East Montpelier is not responsible for the content, views, opinions or representations of any off-site pages referred to through links." (From our Website Policy and Privacy Statement)

e-Vermont: "Management controls identified to ensure the town's website and Web operations are protected from fraud, waste, abuse and mismanagement, and the controls are reviewed regularly." What does this look like?

e-Vermont: "Measuring and tracking the effectiveness of the website should be developed including monitoring analytics for site visits." Are we doing this? Do we want to?

Issue with current site: The East Montpelier Four Corners Schoolhouse Association has a privileged spot by itself under the About tab; it is also listed on the "Community Links" page. Why the special privilege?

Types of content to include or exclude

Include: grand list (with property values but not tax information), annual town report going back as many years as is technically feasible with existing digital files (maybe start a longer-term project to digitize older reports), zoning permits, election results as soon as practicable,

Do not include, but note that they are available at town office: value of property transfers, voter checklist, vital statistics (birth, death, marriage), delinquent tax list, dog licenses

Do not include: fireworks permits, burn permits

Contact information for unelected employees: Include all contact information that is town provided (office numbers & emails); don't provide personal contact information

Contact information for elected officials: Provide contact information unless they specifically opt out

Website calendar:

Do include the municipal meetings with links to agendas and locations

Don't include EMFD meetings

Provide links to school calendars on the page

Links: include links to businesses in town that request it