

Website Renewal Committee

AGENDA

Thursday, May 6, 2021

5:30 PM

Location – Remote Meeting

**RECEIVED
TOWN CLERK
BELMONT, MA**

DATE: May 4, 2021

TIME: 9:54 AM

In keeping with Governor Baker's Executive Order of March 12, 2020;
"Order Suspending Certain Provisions of the Open Meeting Law" -
All Participation by Committee and Town Residents will be by Remote Access
If the audio becomes unavailable, the meeting will be paused until it can be restored,
or the meeting will end

By computer or smartphone go to:

<https://us02web.zoom.us/j/81044566027?pwd=NkRtczE3OUdic0lYRzZsV0dLeEFVUT09>

- Meeting ID: 810 4456 6027
- Password: 625368
- Follow on screen instructions
- Enter your Full Name under participant (only those with a name entered will be allowed to comment if desired)

By telephone: **1-929-205-6099**

- When prompted, enter Meeting ID & Password above
- Follow any additional prompts

To Provide Resident Comments:

If you wish to provide comments when prompted by the Chair (related to the specific agenda topic) here is what you do:

- By Computer or Smartphone – once logged in you will be able to message the Room Host or raise your hand under the participant tab
- By telephone press *9
- When the host is ready for you, you will be called on by the last digits of your phone number or name (when prompted always start by presenting your full name)
- Comments will be limited by the Chair, shall be concise, and shall not repeat previous comments or questions presented by others before you
- Chair is not obligated to recognize all comments and may end comment period prior to all comments being heard

Website Renewal Committee

AGENDA

Thursday, May 6, 2021

5:30 PM

Location – Remote Meeting

- Conduct reviews of other municipal websites
- Begin grouping our pages by topic category, project, task, audience
- Start to identify and document processes / best practices
- Request demographics reports
- Obtain the approved vendor list