

Town Website Committee minutes 3-4-25



Members present: Jim Jasper, Ben Rotolo, Sue Frisch  
Absent: Susan Caughman, Debbie Nelson, Kathryn Boughton  
Advisor present: Jen Pfaltz

The meeting came to order at 5:07 p.m. Frisch appointed Jasper to vote in place of Nelson.

Jasper moved and Rotolo seconded to approve the minutes as circulated and the motion passed unanimously.

Frisch said the website needs to move on with meeting ADA accessibility requirements by the spring 2027 deadline and asked if a committee member would take the lead on the initiative. Rotolo volunteered. After some discussion he recommended that we start with an audit, probably using free software, and form a plan based on the findings. Jasper described some issues, such as contrast between text and background, alt texts for images and underlining of links. Rotolo thought two years would be adequate and Jasper agreed.

Frisch told the committee that Boughton had said she would stay on as newsletter editor until a replacement is found. Frisch and Caughman interviewed and tested one candidate but he did not reportorial approach that is needed.

Frisch showed the committee two pages she had drafted using Jasper's new page formats. Jim will visit the pages and tweak them to make the formatting easier for the user to do. There was a discussion of the grid page example (Discover Norfolk) and where to put the link for more information. The consensus of those present was to make the item title the link and to remove the "Discover More" at the foot of each item.

Frisch brought up the member vacancy. Rotolo moved and Jim seconded to invite Pfaltz to become an alternate member and to ask the board of selectmen to appoint her at its next meeting. The motion passed unanimously.

The meeting was adjourned at 5:38 p.m.

Respectfully submitted,  
Sue Frisch, acting for Debbie Nelson  
March 4, 2025