

## **Middlefield Communications Committee Meeting**

**June 15, 2011**

Open Meeting

### **Committee members present:**

Leanne Every  
Stephen Harris

### **Minutes:**

Meeting called to order at 6:45 pm.

Reviewed & approved minutes from June 8 joint meeting & put in Selectboard mailbox for their approval.

Reviewed progress on network analysis, incl. Police Department requirements.

Steve to gather further networking requirements from members of the finance team, incl. new accountant.

Leanne to arrange for Ryan Belanger of Ascentek to come out to review networking specs for implementation proposal – preferably when at least one Selectboard member can be present, probably not until July.

Made final preparations for website launch and transfer to new email accounts:

- Reviewed instructions for contributor upload of minutes and calendar entries,
- Leanne to test email transfer procedures,
- Steve to write up instructions for email account setup,
- Steve to prepare handout to give out at June 20 STM.

Steve made a motion to nominate Leanne and himself as co-chairs; Leanne seconded. Voted unanimously in favor.

Meeting adjourned at 8:15 pm.