

Special Meeting of the Waterbury Select Board

Monday December 30, 2024

**In Person: Steele Community Room
28 North Main Street**

Join Zoom Meeting

<https://www.zoom.us/join>

Meeting ID: 872 4141 0258

Passcode: 391626

Dial by your location

- +1 301 715 8592 US
- +1 305 224 1968 US

- 7:00pm Approve Agenda
- 7:05pm Consent Agenda Items:
a.) Minutes of Meeting December 23, 2024
- 7:10pm Public
- 7:15pm Budget Discussion
Library
Planning & Zoning Department
Conservation Commission
- 8:15pm WASI Short Term Loan Request
- 8:30pm Draft Front Porch Forum for Have your Say Day
- 8:45pm EcoPixel 2025 Contract
- 8:55pm Next Meeting Agenda
- 9:05pm Executive Session – if needed
- 9:20pm Adjourn

Next Meeting of the Select Board: Monday January 6, 2024

Parking Lot:

- 3 Year Budget Plan
- Parade and Event Permit
- Wesley Church MOU
- Natural Disaster Preparedness Committee Handbook
- Route 2 Neighborhood Public Safety

Re: 2025 Waterbury website budget

December 23, 2024

To: Karen Petrovic
Town & District Clerk
Town of Waterbury, Vermont

Dear Karen:

Thank you for requesting a budget for desired improvements to the website in 2025. Since 2010, we've served Waterbury with a reliable and affordable service that has adapted over time to meet the Town's evolving website needs.

2025 Waterbury Website Needs

Website improvements:

- **News & Initiatives section:** Create a new area of the website similar to the one that Ecopixel created for the City of Essex Junction. Ecopixel would work with Karen Petrovic on the content structure and then build out the section as needed. We estimate 5 hours for this work.
- **ADA compliance review and improvements:** It has been 3 years since the last major ADA compliance review and related website improvements. Ecopixel would spend 10 hours reviewing and improving the website's compliance. In April 2024, the US Department of Justice issued a final rule that requires local governments to comply with the ADA by following an international standard called WCAG 2.1 level AA. While the deadline for compliance isn't until 2027, Waterbury should act sooner to ensure its website serves the whole community.
- **Page layout improvements for mobile visitors:** About 50% of website visitors are using a mobile device. On small mobile device screens, older page layouts cause important information — like departmental contacts — to move to the bottom of the page. Ecopixel will change the layout of these pages so this important information is shown near the top of the page, regardless of screen size. We've budgeted 5 hours for this work.

Website service plan:

Bring Waterbury up-to-date with Ecopixel's current service. Major benefits include:

- **ADA compliance:** Going forward, we need to transform this from a periodic task into an ongoing one in order to ensure the website is meeting compliance requirements. We have budgeted 5 hours/year for this work.
- **Meeting recordings:** The updates will make it easier for Town staff to post meeting recordings as required by Vermont's Open Meeting Law.

- **Supporting additional staff:** More staff need to access the website to maintain content for their committees. Going forward, we'll set up and support any number of website editors to suit Waterbury's needs.
- **Meeting calendar and document management:** All of the documents related to a single meeting are grouped together — agenda, packet, minutes — as well as meeting date and minutes approval status. You don't have to go to different places to find it. Meetings and their documents are automatically archived by date and board/committee.
- **Email notifications:** Ecopixel would integrate the website directly with Mailchimp (already used by the Town) to send meeting and news notifications to subscribers. It saves staff time since you wouldn't need to log into Mailchimp to send typical meeting notices, and any number of staff could have access to send such notifications. Relevant minutes and agendas are linked directly to the emails.

Costs

- News & Initiatives section: \$480
- ADA compliance review and improvements: \$960
- Change page layouts to help mobile device users: \$480
- Website service plan: \$2,489/year

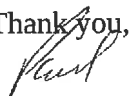
Total 2025 cost: \$4,409

Approval

We will provide a version of this document for approval by e-signature. We will not exceed any contracted budget without written approval.

For the Town of Waterbury, Vermont	Full Name	Date

For Ecopixel, LLC Paul Hansen, Owner	Date

Thank you,

 Paul Hansen
 Owner, Ecopixel, LLC

Meeting of the Waterbury Select Board

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Next Meeting of the Select Board: **Monday January 13, 2024

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