

Town of Charleston Planning Board Meeting Minutes
12/11/24

Present:

David Wiener, Chair, Amanda Peterson, Vice Chair, Joseph Fitzpatrick, Member, Donna Wakefield, Member, Andrew Ragozzino, Member

Absent:

Jim Capron, Member, Lisa Lee, Alternate

Comprehensive Plan Committee:

Amanda Peterson, Chair, Mike Martuscello, Justine Cornelison

Absent:

Carter Gibbons, Jim Capron

Other officials:

Robert Sullivan, Town Supervisor, Chad Wolfgram

Meeting called to order at 7:00 pm

Roll call.

Agenda approved. Joseph Fitzpatrick made motion to approve, Amanda Peterson seconded. Motion unanimously approved

Minutes of 11/13/24 approved unanimously.

Old Business:

Comprehensive Plan – Amanda Peterson stated that the Committee is continuing to follow the schedule for the comprehensive plan. She mentioned that she and Amy Fitzgerald will be reviewing various documents next week. Amy sent a draft of community profile. Amanda will be emailing it to committee and planning board members. The profile is task 6 of the Comprehensive plan. The last invoice was approved and paid. Patty is all set on reimbursement process. We foot the bill up front for all the consulting, then we submit a bill after. Amanda touched base with Danny to let him know the progress. Drafts will be sent to him after next week's meeting with Amy. Danny says we're right where we need to be.

No training certificates.

New Business:

Amy set up a remote meeting with Munibit, a web development company. Ree Schilling, the account manager, gave the presentation. Munibit is a municipal focused website builder. They provide a tool that allows us to maintain our own website. Changes can be made on our behalf if necessary. Munibit has a lot of experience with other towns throughout the country. They built their platform based on information taken from those other towns. Training is provided.

Each administrator making changes will be tracked. Information is stored in central databases, meaning if one person is listed on multiple pages, any changes will automatically be updated by changing the central listing. There is no limit on storage of documents, people information, etc. Admins can be restricted to specific pages.

Reservation software – residents can request a time slot for the hall, make payments through the website, etc. Forms can be leveraged for submitting an agenda item. Can submit events for the calendar.

Directory – can list parks, transfer station, shops, restaurants, etc. it's called an explore page. Can be used for businesses as well.

Utility and tax payments can be set up to pay online using this website. Allow for credit card and bank transfer payments as well.

Documents can be put into 'folders' for accessibility. Documents can be downloaded or printed by residents.

News updates have automatic expiration dates. Information is retained on the server, but disappears on the website. Alerts can be pushed out as an email as long as resident has given permission for that.

Pricing is based off population. Based on 1,000-2,000 residents it's \$129.00/month. It includes all support, everything that has been discussed. No limit to the amount of support you might need. No upfront costs. There is one extra charge – fee for text messages 3 cents per message.

Company has 7 employees, been in business 3-4 years, over 60 years IT experience, working with over 230 municipalities.

Joseph Fitzpatrick made motion to approve and send this request for website to the Town Board. Andrew Ragozzino seconded. Unanimous approval. Amanda Peterson stated she would type up a proposal and present it to the Town Board.

Joe Fitzpatrick made motion to adjourn, Amanda Peterson seconded. Unanimous approval. Meeting adjourned at 7:47 pm.

Public Comments (3 minutes per person). No public comments.