

**JOINT BOARD MEETING AGENDA
JOHNSON TOWN SELECTBOARD AND VILLAGE TRUSTEES**

Date & Time: Monday, August 24, 2020 at 7:00p.m.

**Electronic Meeting via Zoom and Phone Call-In
<https://zoom.us/> and joining Meeting ID: 344 652 2544.**

You can also join by phone by calling:

+1 646 558 8656 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

Meeting ID: 344 652 2544

AGENDA:

CALL TO ORDER

REVIEW OF AGENDA AND ANY ADJUSTMENTS, CHANGES AND ADDITIONS

PUBLIC COMMENT

1. Introductions and Review Rules and Procedures for Joint Meeting (10 minutes)
2. Selection of Web Master Services (15 minutes)

Two proposed contracts for services have been submitted.

3. Memorandum of Understanding for Town and Village Office Staff (20 minutes)

Current draft of the proposed memorandum of understanding is available for review and signatures.

4. Discussion of Charge for the Creation of a Racial Justice Committee (105 minutes)

We will endeavor to reach a consensus on three questions:

1. Interest to form such a committee?
2. Should we provide the mission statement?
3. How should members be selected?
4. How should a moderator be selected?

Adjourn

TOWN OF JOHNSON
P.O. BOX 383
(802) 635-2611 FAX (802) 635-2393

Planned rules for discussion for Joint Meeting of Town Selectboard and Village Trustees:

- All microphones will be muted except for Town Administrator, Selectboard Chair, and Trustee Chair.
- Public chat will be turned off.
- Elected officials will have the first opportunity for comments and questions. These will be made one at a time.
- Once elected officials have had an opportunity to speak, we will start to accept public comments. Public chat will be turned back on, and individuals will be called on one at a time.
- For all comments please be mindful of time for everyone present to have an opportunity to speak.

3W Promotions

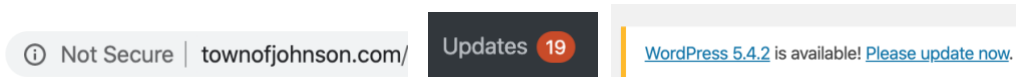
Prepared By
Elisa Clancy

Proposal ID#072920
JULY 2020
webmaster@3wpromotion.com
802-917-4020

PROPOSAL AND CONTRACT FOR MAINTENANCE OF THE TOWN OF JOHNSON WEBSITE

Summary:

The current Town of Johnson website is not being administered by a Webmaster. While the town employees are able to keep the content of the website up-to-date, however, the services that a Webmaster performs are not currently being done. The web hosting platform is not secure, updates are not being performed and the website is in a highly likely position of being hacked and being offline for a considerable period of time.



Goal:

- To upgrade the security of the website which is currently not secure and out of compliance.
- To provide daily website back-ups for use in site restore if needed.
- To keep the website software up to date with regularly scheduled upgrades.
- Provide ongoing technical assistance to town and village website administrators, including training for proper website updates of meeting warnings, notices, agendas and minutes.

Scope of Work:

3W Promotions will migrate the current website, townofjohnson.com from it's current web hosting platform to 3W Promotions' hosting servers.

3W Promotions will setup daily backups for use in restoring the website if it gets hacked or goes offline; front-end security (SSL); and back-end security, and WordPress website with 24/7 Technical Support.

3W Promotions will update the website platform software for townofjohnson.com on a quarterly basis, including the following dates: September 1, 2020; December 1, 2020; March 1, 2021 and June 1, 2021. *(Subsequent updates can be decided in the next fiscal year.)*

Lamoille Economic Development Corporation provides contracted services with 3W Promotions for WordPress training and WordPress technical assistance, free of charge for Lamoille County entities. These free services do not include any work done on a website by 3W Promotions, only training and assistance.

Town of Johnson will need to provide 3W Promotions with login credentials for their domain name account, townofjohnson.com in order for the work to be performed.

Technical Assistance for 3W Promotions web hosting and security products is available 24/7 via phone and is free of charge. Webmaster Services with Elisa Clancy are available on a scheduled and if needed on an emergency basis at the hour rate.

Cost Estimate:

Website Maintenance: \$85 per quarterly update = \$340 annually.

Website WordPress Hosting, SSL and website security = \$270 annually.

Webmaster Services if needed, \$85/hour.

Website Valley LLC

802-272-7769

Town & Village of Johnson Vermont

Website Maintenance Proposal

Date: August 7, 2020

Prepared by Grant Harper, Website Valley

Prepared for: Town & Village of Johnson, Vermont

Website Valley LLC
802-272-7769

Website Project Timeline

Website Valley offers the following timeline for the transfer, hosting and maintenance of website:
<http://townofjohnson.com>:

- **Discovery -** **2 Weeks**

Verification of DNS Name servers for transfer to new hosting provider. Verification of current website WordPress version 5.4.2 and the compliance of current plug-ins. This will require Website Valley to have access to the present host.
- **Design -**

● No new design work will be done at this time.
- **Deployment -** **2 Weeks**

A full copy of the website will be created including all data files and user files for the website.
- **Transfer -** **1 Week**

DNS Name Server and addresses will be updated to the new hosting DNS. The request for transfer will be made with a 24 hour propagation timeline.

Website Valley LLC

802-272-7769

Project Essentials

The following elements are considered essential to this project:

- Client to provide an Administrator access to the current hosting service. This will enable Website Valley to verify and make a backup copy of the website.

Client Requested or Desired Integrations

- None

Written Content/Photographs

The Town of Johnson will supply us photographs (jpeg format) and/or video (mp4) in digital format as well as all written content. Website Valley is not responsible for making content corrections. Website Valley is also not responsible for any misinformation, malinformation, improper/offensive content or photographs posted without permission. If you choose to buy stock photographs we can suggest vendors of stock photography. This proposal stays in place and need not be renewed.

Client Site Safety, Backup and Care

- Website to have continuing SSL certificate installed for entire site
- Website to have continuous backups and updates performed
- Website to have continuous security monitoring
- Client to receive analytics report each month for 12 months
- Client to receive up to 1 hour of content updates per month

Continued Site Safety, Backup and Care	Standard Maintenance Plan	\$59.00/month \$708.00/year
Additional work performed	Hourly rate	\$45.00/hr
Website hosting, SSL and security upon transfer (Hosting is included in Standard Maintenance Plan)	Per Standard Maintenance Plan	
Provision for start of work	50% Down Payment	\$354.00

Website Valley LLC

802-272-7769

It is the goal of Website Valley to maintain the current website for the Town and Village of Johnson, VT. This maintenance of the website will include all of the points listed in the Client Site Safety, Backup and Care section of this proposal.

By signing this document, the Town and Village of Johnson agree to the conditions of this proposal and authorize Website Valley to proceed with the transfer and maintenance of their website.

Approval: _____ Date: _____
AUTHORIZED TOWN REPRESENTATIVE

Approval: _____ Date: _____
AUTHORIZED VILLAGE REPRESENTATIVE

Memorandum of Understanding for Town and Village Office Staff

1. Purpose

The purpose and intent of this agreement is to ensure that customers and residents experience easy and continuous service. When a person asks for municipal services from front office staff they should be able to receive the needed service from any employee.

2. Cooperative Agreement

The Accounts Receivable Clerk is a Village employee and Administrative Assistant is a Town employee, hereafter collectively referred to as "Staff." The Staff will be cross trained in their counterpart's respective duties, and will make themselves available to perform duties of the Town or Village at any time. The Town and Village may add or restrict services during the term of this agreement by agreement of both parties. All restrictions or additions will be recorded as amendments.

The Town and Village agree to cooperate to improve the customer and resident experience and maximize opportunities to use public funds efficiently.

3. Compensation

The Town and Village agree to compensate each other for the duties and services that the Staff shares.

The Accounts Receivable Clerk total compensation will be shared between the Town and Village as 20% Town and 80% Village.

The Administrative Assistant total compensation will be shared between the Town and Village as 60% Town and 40% Village.

The Staff will track their hours spent on Town and Village duties, this data will be used to set cost sharing in the next agreement.

4. Disputes

The Town and Village will be made aware of any personnel issues. Resolution of any personnel issue is the sole discretion of the relevant independent board.

5. Term

The term of this agreement is for one year from the date signed to December 31st 2020. If no agreement is reached as of December 31st it may be extended for 90 days by the consent of the Town Selectboard and Village Trustees.

6. Termination

This MOU may be terminated by either the Town or the Village by providing notice to the other. Termination of the MOU will take effect 60 days after the next meeting of the receiving body. After termination of this MOU each party is solely responsible for employee compensation.

7. Amendments

Amendments may be made by consent of both parties at a joint meeting.

Adopted by both boards on _____.

Town Selectboard:

Village Trustees:

TOWN OF JOHNSON
P.O. BOX 383
(802) 635-2611 FAX (802) 635-2393

WHEREAS, the Town and Village of Johnson have adopted an Inclusivity Statement; and

WHEREAS, the Town of Johnson has participated in trainings to better understand bias and its effect on individuals; and

WHEREAS, the Town of Johnson has made a statement in support of anti-racism; and

NOW, THEREFORE,

BE IT RESOLVED BY THE TOWN OF JOHNSON SELECTBOARD AND THE VILLAGE OF JOHNSON TRUSTEES:

Volunteers and a moderator will be sought to serve on a Racial Justice Committee to provide recommendations to the Town of Johnson Selectboard on:

- Education opportunities for the community to learn about issues of racial justice.
- Public displays to express support of racial justice.
- Policies and procedures to promote racial justice.
- Coordinate with local partners and stakeholders to further the cause of racial justice.