

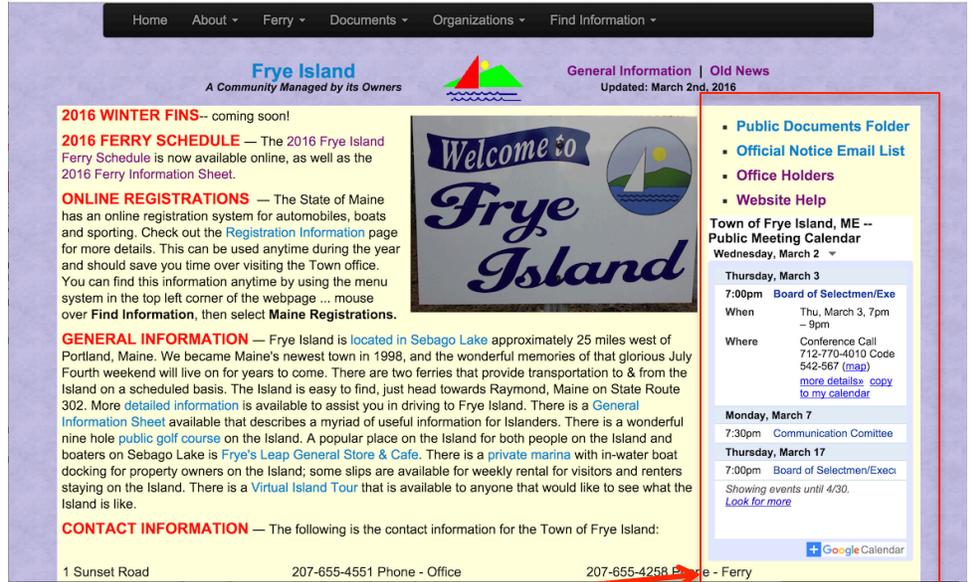
**Fall 2015 IT / Website / Communication Improvements**

New volunteer Andrew Davis and Webmaster Mike Torra have been working at the request of the Town Clerk and Town Manager to implement some immediate communication improvements.

Website

Lots of people have asked about replacing the website with a new site. The existing site has a TON of content and history of Frye Island that we need to maintain and would be time consuming or expensive to transition to a new site. The plan is to integrate more modern web technologies into the existing site to allow the Town office to post meetings, announcements, edit content without depending on volunteer webmasters. With the changes implemented already the Town Clerk can now post documents by simply dragging a file to a folder, create calendar entries that appear on the front of the site. For now we are going to keep the existing site, focus on the productivity issues and then start addressing aesthetic issues on the site. If you have suggestions or want to get involved, please email or attend a meeting of Frye Island Communication Committee Meeting.

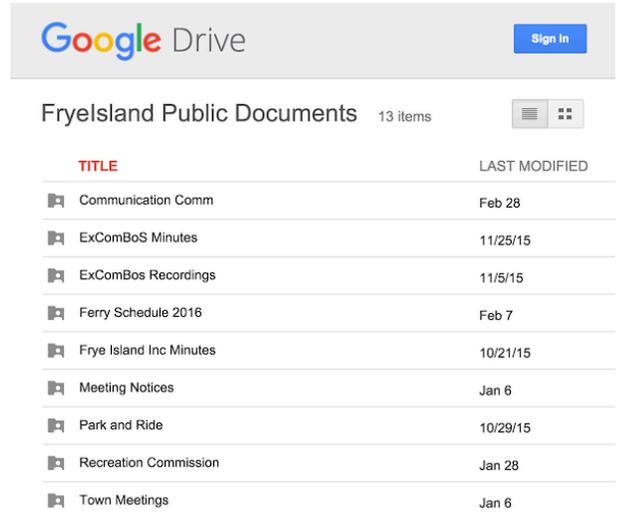
- Mike Torra(Webmaster) and Andrew Davis( IT Volunteer)



**Please check out the new right hand column on the website with links to the following:**

**Public Documents Folder:**

The town office is now using Google Drive to immediately post all public documents for easy access including agendas, minutes, committee documents and meeting recordings. Use the link "Public Documents Folder" in the upper right. Documents can be viewed online or downloaded.



**Official Notice Email List:** [Town of Frye Island, ME Official Notices town-of-frye-island-me-official-notices@googlegroups.com](mailto:town-of-frye-island-me-official-notices@googlegroups.com)

This email list is announcement only from the Town Clerk and Town Manager. Please add this email address to your contacts to make sure announcements do not go in spam. All official notifications from the Town Clerk and Town Manager are now being sent out via this Google Group. The Google Group is linked from the website in the upper right "Official Notice Email List" and provides access to archive of past messages. Accessing the Google use your Google ID (if you are a Gmail user it is just your Gmail password, otherwise follow the instructions to setup GoogleID for your existing email address).

**Office Holders:** Town Clerk can update list of committee members and office holders directly. We are in the process of creating email lists for each committee, and they are listed here. For example you can email the Executive Committee and Board of Selectmen with feedback at [frye-island-excombos@googlegroups.com](mailto:frye-island-excombos@googlegroups.com).

**Public Meeting Calendar:** On the right hand column of the front page of the website is now a public meeting calendar. You can click on individual entries to expand them and view the meeting location/dial-in info, or click on "more details>>" to get to the attached agenda. The Public Meeting Calendar is implemented as a Public Google Calendar, so you can add it to your own Google Calendar using the +Google button below, or import it into Outlook or Apple Calendar using the iCal link.

## Town Clerk / Website - Frequently Asked Questions

### **Q: Where are meeting notices posted? How do I find the conference call info for the meetings? Where is the agenda?**

A: Meetings are posted in the Official Town Notice right hand side of the website has the meeting information in the details, as well as the attached agenda. The Agenda is also posted in [FryeIsland Public Documents / Meeting Notices](#) and are emailed out on the town notification email list.

### **Q: Where can I find the documents being discussed at the ExCom/BoS meeting?**

A: For each meeting there is a folder in [FryeIsland Public Documents / Meeting Notices](#) created with the date of the meeting, it contains the Agenda and all documents the Executive Committee and Board of Selectmen are reviewing.

### **Q: Where do I find the meeting minutes? Where do I listen to recordings of the ExComBOS Meetings?**

A: Meeting minutes for Fall 2015 and later are all posted in the Public Documents Folder, under a folder for the respective committee, organized by date, Example: [FryeIsland Public Documents / ExComBos Recordings](#) and [FryeIsland Public Documents / ExComBos Minutes](#) To listen to the audio click on .MP3 file it will open then click the download icon, download them to your local computer and open to listen. Note Meeting recordings will no longer be available by CD.

### **Q: How do I get added to the official town email list?**

A: Most likely you are already on the list as we added every email on file, and everyone who has requested so far. Please add [town-of-frye-island-me-official-notices@googlegroups.com](mailto:town-of-frye-island-me-official-notices@googlegroups.com) to your contacts to make sure emails doesn't go into spam. Emails come with a subject prefixed with [Town-of-Frye-Island-Official-Notice]

If you want to request to be added, email: [town-of-frye-island-me-official-notices+owners@googlegroups.com](mailto:town-of-frye-island-me-official-notices+owners@googlegroups.com) with your Names, Lot #s, phone numbers on and off the island, and your home address, so we can also update the directory.