

# **TOWN OF MONTGOMERY POLICY ON THE MUNICIPAL WEBSITE**

EFFECTIVE DATE  
May 6, 2010

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## **POLICY ON MUNICIPAL WEB SITE**

### **SECTION I AUTHORITY**

Under the authority granted in 24 V.S.A., Chapter 33, Section 872, the Town of Montgomery Selectboard hereby adopts the following policy regarding the Municipal Web Site.

### **SECTION II PURPOSE / INTENT**

This Policy is adopted to maintain oversight of the Municipal Web Site and ensure, as far as possible, accuracy of content and equal access to all citizens. It establishes fees for certain services.

### **SECTION III DEFINITIONS/APPLICABILITY**

The Municipal Web Site is the official site of the Town of Montgomery. While every effort will be made to ensure the accuracy of governmental information posted to the site official documents, like copies of recorded documents, must be obtained from the Town Clerk per Vermont state law. Other supported non-governmental organizations are solely responsible for the content on their pages. The Selectboard, or their designee, has sole authority to allow or disallow any content, links, or other information hosted on the Town of Montgomery's Municipal

Web Site. Any material disapproved for the site by the designee will be brought to the attention of the Selectboard.

## **SECTION IV SPECIFIC PROVISIONS**

**1. Phone numbers and Privacy.** No home or personal numbers will be listed on the site except for the Selectboard, or by permission/request. Names and other such information will be limited to that which is part of the public domain, such as the Town Report.

### **2. Underwriting, and Link & Listing Fees for Area Artists/Craftpeople, Area Businesses, and Area Attractions.**

An underwriter will be able to place their logo or image (no ads), about the size of a business card, on the upper left of the page. A statement thanking the underwriter, for their support will be under the graphic as well as a link to their home page or e-mail address if they have one. Underwriters will also receive a listing or link on the Area Artist/Craftpeople, Area Businesses, Area Attractions page.

The fee for underwriting the home page is \$50.00 per quarter. The fee for underwriting the other pages is \$25.00 per quarter. This will be on a first come first serve basis with a waiting list rank ordered first come first serve. Underwriters will be limited to one quarter on the page they underwrite. They may underwrite other pages if they are available.

Additionally, there will be a page of Area Artists/Craftpeople, Area Businesses, and Area Attractions. This will be an alphabetical listing by category. A listing consists of a name and contact information, while a link would then take the user to that entity's home page or email address. This service will be provided free of charge.

**3. Building, Hosting, Linking and Listing for Town Civic Groups, NonProfit Groups, and Churches.** If you are a Town Civic Group, Non Profit Group, or Church, we will build your site and host it for free as long as it meets certain requirements. You must use the Town templates and format our templates.

**4. Other sites linking to the Town site.** Anyone may link to the Town site. There are no fees for doing this.

**5. Official information:** No information on the Town web site is considered official. A statement to that effect will be on every main page along with the advisory to contact the Town Clerk for official information.

**6. Eligibility for inclusion on the Community Events Page:** Community Events will be those events sponsored by a Municipal or Not For Profit/Civic organization and normally held at a non-commercial venue within the Town. Such events may be fund raisers, but no event will be listed with associated sales exclusively for the profit of a commercial entity. Business or art openings or other free events open to the public are eligible for listing as long as their primary

purpose is not commercial sales.

**SECTION V AMENDMENTS**

This policy may be amended by a majority vote of the legislative body at any duly warned meeting, providing the subject appears on the agenda for that meeting.

**SECTION VI NOTICE**

1. This Policy shall be entered into the minutes of the Town records and shall be posted in at least three conspicuous places in Town.
2. A reference to a place within the municipality where the full text may be examined, shall be posted also.

signed  
Board of Selectmen  
Town of Montgomery

Kenneth Cota, Chairman

Susan Regan

Wendy Howard

Carol McGregor

Scott Perry

Montgomery Town Clerk's Office received for record this \_\_\_\_\_

day of \_\_\_\_\_, A.D., 2010 at \_\_\_\_\_ P.M.

Attest: \_\_\_\_\_  
Renee Patterson,  
Town Clerk