DRAFT AGENDA 9/1/2021

**MEETING AGENDA**

September 1, 2021

7:00 PM

**I.  ROLL CALL**

**II.      APPROVAL OF MINUTES**

July 7, 2021

**III.   OLD BUSINESS**

1.    Homeowners’ Association Project

* Progress Report
* We are at a point where we have only 3 neighborhoods, we do not have complete data on and suggest we formally stop trying to get it. If it turns up later, we can add it.
* They are:
  + Blue Lake
  + Springhouse
  + Village Pointe
* Is there any additional information needed to update the Town website, and does the data need to be in a different format?
* Do we need to include in the project an update date as contacts will change over time?

2. Update on communications from Kathy to HOA’s contacts with Kit could be sent out

* Do we need to send out an annual message to get updates on leadership changes
* How do we update site on new communities

4. Welcome Kit

* Near term update has to be made but is dependent on Town Site
* Attached file “July 1” has overview of changes, not counting Council and Directory, there are 15 items but 10 would involve changing items on the Town Site. There are more updates that would have to be done on the Town Site as can be seen on other file “Senior Website Update”. There are many others.
* Should the Town undertake to update the site and then should NSAC work on the Kit or is there another approach that could be taken?
* Do we need to set up a regular schedule of updates, and is that part of NSAC rollout
* We discussed adding an alternative into the kit for someone who is using a paper version and list the internet address that he/she could enter in. That would require about 40 more entries. An option would be to include instruction in the kit so an electronic version could be downloaded which would give the user much better access.

**IV NEW BUSINESS**

1. Future Projects
2. Economic Development Commission partnership.

3. Miscellaneous item(s) not previously listed

**V. ADJOURNMENT**