

Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Website Policy
August 16, 2017

Purpose and Goal

The purpose of the Town of Pomfret's Website is to provide an electronic source of information about the Town's government services. The major goal of the Town's Website is to provide factual information about the Town of Pomfret, through a logical single point of entry, and to increase our citizens' knowledge and participation in Town government and local activities. The Town Website is not a forum to be used for public discourse and may not be used for the expression of opinions or general discussions of any nature. A separate listserv hosted by Vital Communities is available for those purposes. The Town of Pomfret's Website is available at the following Uniform Resource Locator (URL): www.pomfretvt.us. The Select Board shall make changes to the Website Policy as changes are needed.

Managing the Pomfret Domain Name

The Pomfret Select Board shall have the final responsibility for maintaining the domain and the Website. The Select Board may appoint a Webmaster to be responsible for maintaining the Town's Website. If the Select Board designates a Webmaster, that person shall have the following responsibilities:

- working with other Website content owners for the management of site content;
- establishing maintenance procedures and style guidelines;
- handling complaints about the Website and Website Policy

Website Content

The Select Board approves the inclusion of:

- Announcements of upcoming Town events
- Names of all elected Town officials and their terms
- Names of all appointive boards and commissions and their terms
- Contact information for all chairs of appointive boards and commissions
- Text of all Town Ordinances
- Schedule of meeting dates, times and location of Select Board meetings
- Downloadable forms to print and fill in for town permits

Each elected or appointed board, committee, sub-committee, commission, or coordinator will designate a person to be responsible for maintaining and updating their respective section of the Website. Each representative will be provided a username and password, which shall not be shared with other members. All documents posted and available for download must be posted in

PDF format so that no changes can be made to the documents. The design (color/layout, etc) of the section shall be consistent across the site and may not be modified without approval of the Webmaster or Select Board.

Confidentiality and Privacy

Confidential and personally identifiable information (PII) shall not be posted on the Town's Official Website (VT Public Records Act, 1 VSA § 315-320). While the Town of Pomfret's Website may track overall site traffic, it doesn't collect individual user details unless a user voluntarily submits such information. It does not share that information with outside sources, and is committed to keeping such information confidential. If a user believes that the Town Website is not protecting his or her privacy, that person should contact the Select Board, who shall attempt to assess and, if necessary, correct the problems.

The Town Website does not:

- covertly collect user data;
- provide unauthorized data about individuals.

Links to Other Sites

The Town's Website may provide links to websites outside the Town's Website that also serve the purpose of encouraging citizen participation in government, promoting local businesses and attractions, and informing the public of useful information. The Town is not responsible for and does not endorse the information on any linked Website unless the Town's Website states otherwise.

The Town Website does not link to sites:

- promoting illegal activities;
- containing pornography;
- containing obscenity;
- containing overtly political activities;
- representing candidates for local, state or federal offices;
- representing political organizations or other organizations or individuals advocating a position on a local, state or federal issue;
- supporting individual or personal home pages;
- providing chat rooms, blogs or other social networks.

The Webmaster or Select Board may remove a link to content deemed obscene or inappropriate.

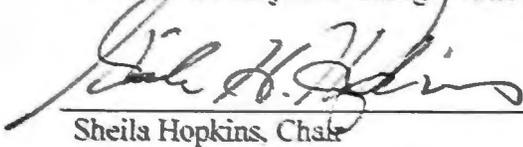
The Town's Website may provide links to Website for:

- Government and educational institutions;
- Organizations with some relationship to the Town (including but limited to: organizations sponsoring Town activities or programs, and organizations participating in Town activities or programs);
- Generally recognized community organizations;
- Organizations providing information about art, cultural, environmental, and sporting activities in the Town's area;

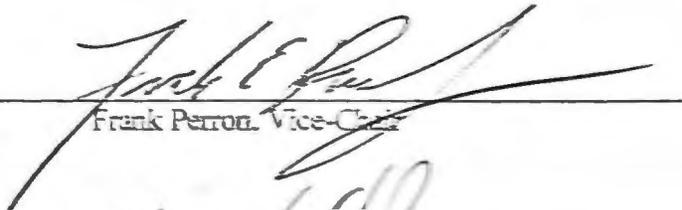
- Businesses physically located within the Town of Pomfret

Disclaimer

The materials and information contained on or obtained from this Website are distributed "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Information contained on this Website, including information obtained from external links thereon, is provided without any representation of any kind as to accuracy or content and should be verified by the user. The Town of Pomfret is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the Website and/or the materials contained on the site whether the materials contained on the Website are provided by the Town of Pomfret, or by a third party. Data contained on the Website are subject to change without notice.



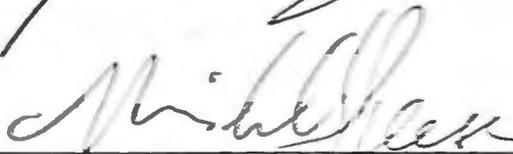
Sheila Hopkins, Chair



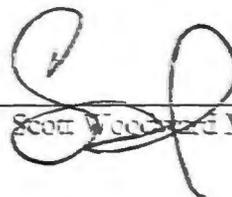
Frank Perron, Vice-Chair



Emily Grube, Member



Michael Reese, Member



Scott Woodward, Member