

## **TOWN OF CORNISH, NEW HAMPSHIRE TOWN WEBSITE POLICY**

### Purpose and Goals

The Town of Cornish maintains one Website only at [www.cornishnh.net](http://www.cornishnh.net). The Town of Cornish owns and operates this website as an enhancement to the governmental service that it provides and as an information service to its residents and to the general public. The limited purpose of the Town's Website and permitted external links is to provide information of a factual nature about the Town of Cornish including services and resources available within and around the Town, or as may be available from other governmental and community agencies and organizations.

The goals of the Website are as follows:

- To encourage increased citizen participation in Town government by making public information more readily available.
- Provide electronic access to Town information through a logical single point of entry.
- To keep the public informed of local events.

The Town of Cornish Website is maintained for the exclusive use and control of the Town of Cornish in communicating matters of general public interest over the Internet. The Town is not establishing a forum for others to provide information through the Website. The Town of Cornish Select Board is the ultimate governing authority of the Town's Website Policy.

### Confidentiality

The New Hampshire Public Records laws (RSA 91-A) apply to information processed, sent, and stored on the Internet. All contents in this Website are public information. While the Town of Cornish may track overall site traffic, it will not collect individual user details unless a user voluntarily submits such information. The Town will not share that information with outside sources and is committed to keeping such information confidential.

As a governmental agency, the Town of Cornish is bound by New Hampshire's Right-to-Know laws (RSA 91-A). It is important to understand the most of the business conducted with the Town of Cornish, as well as with state and county governments, becomes a matter of public record. Public records, as defined by State law unless expressly exempted elsewhere in the New Hampshire law, may be posted for electronic access through this Website.

### Website Content

1. The Website Administrator and Deputy Website Administrator, as designees of the Select Board, help maintain the website and follow the Board's direction. Responsibilities include, but are not limited to
  - Adding, editing, and removing Website content.
  - Changing the design of the Website.
  - Adding or removing designated users and determining their role.

- Applying software updates to the Website.
  - Periodically backing up the Website.
2. The following groups and/or individuals may submit content for posting:
- Town officials.
  - Department heads.
  - Board and committee chairs or their designees.
  - Approved local organizations.
3. Every effort should be made, within the resources of the Town, to post on a regular basis as soon as new content is available and to delete outdated material as soon as it is no longer timely or important to maintain as an archive of information. The following types of content may be submitted for posting:
- Departmental operational information.
  - Alerts and news items: News and information related to the duties, obligations and goals of various Town departments, committees. News and/or events content that otherwise meets the website publication criteria may also be submitted.
  - Board and committee meeting agendas.
  - Final, approved, board and committee meeting minutes.
  - Master Plan, Zoning Ordinance, general and zoning by-laws, land use applications, Annual Town Reports, budget materials, Town Meeting information and materials, plans, studies, reports, election information, Town-wide policies and procedures, and other documents of Town-wide interest.
  - Board or committee produced citizen surveys.
  - Links approved per the Link Policy, below.
  - Events calendar items submitted per the Calendar Policy, below.

The Website Administrator, as the designee of the Select Board, or other designee, may post any of the above without further Select Board approval. Content not included in the categories, above, must be approved by the Select Board. The Select Board reserves the right to reject any content or link that is determined not to be in the best interests of the Town of Cornish or not aligned with the Purpose and Goals of the Town Website Policy.

4. Except as specified elsewhere in this policy, the Website will not publish the following content:
- Opinions or endorsements regarding candidates for office, political issues, or municipal, county, state, or federal initiatives.
  - Promotion or advertisement of businesses or special interest groups.
  - Campaign websites for incumbent and challenging candidates for local, state, or Federal office. Further, if an existing website link of a seated candidate is found to be of a campaigning or self-promotional nature, it will be removed from the Town of Cornish Website.

- Political organizations or other organizations advocating a candidate; a position on a local, state, or Federal issue; or pending legislation.
  - Corporate or other for-profit organizations unless they fit any of the criteria stated above.
  - Individual or personal homepages.
  - Any submission considered by the Select Board or the designee to be inappropriate or out of line with the Purpose and Goals of the Website or the criteria herein.
5. All Web content submitted must be approved by the Select Board or their designee prior to posting. The Select Board or their designee retains the right to edit, request changes, approve, or deny submitted content.
  6. All Web content submissions must be sent to the Select Board or their designee.
  7. Whenever submissions are time sensitive, they should be forwarded as far as possible in advance of the requested posting date.

### Link Policy

In the course of providing informational resources and services, Town Web pages may include links to external Websites created and maintained by organizations other than the Town of Cornish. The Town's primary purpose for linking to external Websites is to facilitate the public's access to information provided by entities, which are somehow directly affiliated with the Town of Cornish by assisting in the Town's mission and/or service delivery. All requests or suggestions for links will be evaluated by the Cornish Select Board on a case-by-case basis. If the Select Board concurs that posting the proposed link would be in the best interests of the residents of Cornish, the Select Board will allow the posting of the link to the Website. The provision of external links should not be construed as an endorsement or sponsorship of these external Websites, their content or their hosts. The Town specifically disavows legal responsibility for what a user may find on another site or for the personal opinions of individuals posted on any site whether or not operated by the Town.

### Local Organization Pages

The following local organizations currently maintain pages on the Town Website:

- |                              |                        |
|------------------------------|------------------------|
| • Aging in Place             | • Garden Club          |
| • Connect Cornish            | • Neighbor to Neighbor |
| • Cornish Fair               | • Old Home Day         |
| • Cornish Hens               | • Cornish Rescue Squad |
| • Cornish Historical Society | • Senior Luncheon      |
| • Cornish Quilters           | • Post Office          |

The Town's primary purpose in allowing local organization pages on the Websites is to facilitate the public's access to information provided by entities, which are somehow directly affiliated

with the Town of Cornish by assisting in the Town's mission and/or service delivery. All requests or suggestions for organization pages will be evaluated by the Cornish Select Board on a case-by-case basis.

Organization pages will be maintained by the Website Administrator or his/her designee. Organization pages may contain organization and contact information, external links in accordance with this policy, and a calendar of events. Organizations requiring multiple pages or frequent posting are encouraged to host their own website and request a link on the Town Website.

#### Calendar Policy

The Town of Cornish provides a listing of events in Cornish as a service to its residents. This list is not exhaustive. The Town will consider listing events that meet one of the following criteria:

- Town events and meetings.
- Events sponsored by the Town (including departments and committees).
- Requests to list other events will be considered on a case by case basis.

#### Photographs

Minors may only be identified in photographs posted to the website by first name and only with written permission from a parent or legal guardian.

Approved 11/21/2022