

Web Committee Meeting Minutes

October 22, 2015

Shutesbury Town Hall South Meeting Room

Members Present: Chairman Paul Vlach and Members: Fred Steinberg, Michael DeChiara, and Susie Mosher. **Guest:** Leslie Bracebridge, recording minutes

Chairman Vlach opened the meeting at 7:11PM.

1. Membership – PV- New and pending members: Michael Dechiara has been appointed as a full Web Committee member. Chairman Vlach states that per Select Board vote, Leslie will be appointed full membership as soon as she has completed a backlog of Select Board work.

2. Discussion – SM Posting of meeting agendas to the calendar and/or website by town clerk: Posting Agendas:

- Susie wants to receive meeting minutes for the binders in her office.
- As Town Clerk, Susie posts agendas.
- Fred added a sentence to the calendar indicating that if people clicked on the agenda, they could see the actual agenda.
- Susie asked Fred to remove standing meetings on the calendar.
- Susie thinks it is best if she posts the meetings.
- Paul found it not helpful to not find the place-markers in the calendar.
- People are paying attention to the solar project and are asking Susie when the meeting will be.
- Michael: Placeholders could be in a different color and stated that it is tentative.
- Susie wonders how she would know that there is a tentative meeting, without adding an extra step.
- No one thinks the calendar be opened up to anyone posting meeting agendas at any time.
- Half sheets will be provided for committees to notice the town clerk as soon as they have a tentative date for her to post before the agenda is ready.
- Knows how to post meeting agendas smoothly and quickly.
- Suggests the way people know there is an agenda is that it is underlined.
- Long flowing agenda page: Will be kept without abbreviations.
- Michael would like access to the agendas page in the top navigation page.

Posting Minutes to website – Board/Committee pages; those with no pages now; copies to Town Clerk per Open Meeting Laws; other:

- Susie has had friendly contact with committees to collect past minutes.
- Some committees publish minutes, some do not.
- Public record law requires that the person requesting a record is connected with the department that has custody of the record.
- Michael: Be explicit on the web page how minutes are available to the public.
- Michael: Should there be a standardization of pages?
- Difference between canned purchased website management versus Shutesbury's volunteer.
- Fred: Both a long flowing minutes page would be beneficial and on the page.
- Consensus that a long flowing page of minutes is a nice idea, but will not be created at this time.
- As appointed officials change, how will the web site be adjusted?

- Communication is an on-going process.
- Paul read a list of committees that do and do not have minutes on the webpage.
- There are committees that are not recognized on the website.
- Michael: Set the bar of a better expectation.
- There are some information gaps. There are some things that are important for person to person interactions.
- Reference lists at the bottom.
- The Select Board would be the entity to push for each committee to create a webpage.
- Michael presumes that it would be the next generation of the website, before the website expands.
- Paul will expand his list of who has minutes and who doesn't to also reflect the groups that do not have web-page and are not shown on the contacts page.
- Susie: Offers a notion of sensitivity that Paul's list include no minutes on web-page, because they do have minutes.

3. October 20, 2015 All Boards Meeting:

- Select Board pushed for all committees to have a contact person for receiving emails and responding according to the nature of the inquiry and the nature of the municipal entity.
- Paul offered filtering forward everything or one person handling it in GMail.
- Open Meeting Law can be violated by sending statements other than "housekeeping" messages to committee members.
- Michael: How do we want to solicit the human being contact?
- Paul: The Web Committee created names for the Committees' email addresses in the past.
- Select Board wants an active and available email for each group.
- Classified page for open volunteer positions: Michael will communicate with the Town Administrator to get the classified page going.
- Jamie should be present for future website discussion.

4. Screening of Web Content requests – hierarchy, routing, compliance with: further discussion at next meeting.

5. Website Policy and town Announce email policy. Review and discuss: Will be revisited at next meeting.

6. Committee member reviews of website – content features, possible changes to explore: Will be discussed at the next meeting.

7. Past minutes Review and approval – put off to the next meeting.

8. Michael asks that a discussion of Next-Door versus Town Site content be added to the agenda, and this will dovetail into the annual review of the website policy.

Next meeting: Tuesday, November 17, 2015 at 7 PM at town hall.

List of documents used:

1. List of committees on the website and whether or not they have meetings.
2. Open Meeting Law Guide