

Members present: Chairman Fred Steinberg, Paul Vlach, Leslie Bracebridge, and Keith Dragon.

Absent: Narda Wakoluk, Ralph Armstrong, and Janis Gray.

Walk-in: Sergeant Gary Thomann.

Meeting opened at 7:07pm.

Minutes of June 6, 2002 were accepted as written.

Action:

- The Library Building Committee survey will be available on the website, but must be printed and returned in paper format.
- Keith confirmed that he would prefer to post announcement requests at his convenience.
- Sergeant Gary Thomann was invited to join the meeting to discuss the police department's present website and the possibility of integrating it with the Shutesbury.org site. He was in favor of making that change and would present the plan to Chief Bray. The idea of putting the police log on the website was discussed and Sergeant Thomann didn't foresee any problems; although he suggested that "sensitive" information, that could cause embarrassment, be censored. The log that is submitted to the Amherst Bulletin could also be used on the website.
- The proposed website policy was discussed. There were no questions or comments.
- Vote taken: Recommend the proposed web site policy to the select board for approval (Approved unanimously.)
- The Shutesbury Web Site Committee recommends to the Shutesbury Select Board that the proposed policy is an accurate and workable policy and asks that the Select Board approve it.
- Keith will contact The Spa to find out about switching hosting accounts so that we can add new email addresses and change FTP password.
- An email announcement list policy was drafted based on concerns that the announcements be accessible to all residents. It will be reviewed, discussed and voted upon by the full committee, before recommendation to the Select Board.
- The next Web Committee meeting was scheduled for July 10th at 7:00pm
- Meeting adjourned at 8:30pm
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TOWN OF SHUTESBURY

SUBSCRIBED EMAIL ANNOUNCEMENT LIST POLICY

These guidelines will govern the preferred process of using the "subscribed email notification system", available to all resident and non-resident interested parties, through an option on the Town website, www.shutesbury.org. The intent of this policy is to maintain full and open disclosure of such announcements and responses to those announcements, and provide reasonable access to those without access to the internet or email services.

Emails sent out through this system will go to all current subscribers on the list. The Town Administrator or designee shall review the mailing before it is distributed. If approved and sent out, a copy will be provided to the Town Clerk or designee, who shall post written copies at the Town Hall and the Spear Library.

Copies will also be made available on the Town website. Any and all replies to such announcements will be forwarded, printed and posted in the same manner.