

Present: Chairman Fred Steinberg and members Willa Jarnagin, Paul Vlach, and Leslie Bracebridge

Meeting opened at 7:15 PM

### **Subjects Discussed**

1. Denial of a Police Department request to put information about a Whately Police Department fund-raising event correctly followed the Web Committee policy.
2. A concern that there was not enough information on the website about current Shutesbury activity (specifically the dam repairs) Town Administrator David Dann met with the Committee and agreed to send his weekending report to [web@shutesbury.org](mailto:web@shutesbury.org) for weekly subscribed email distribution and also for archiving on the Town Administrator's page. A note will be added to the bottom subscribed emails asking for feedback as to whether this is a welcome use of the subscribed email.
3. Mailing addresses will be added to the town departments contact page.
4. An announcement was posted in bold to the calendar page that all meetings are held at the Town Hall unless otherwise noted in the calendar.
5. There were no recommendations for changes to the website policy following the committee's annual review.
6. The content of the bi-weekly police logs is now sent out in subscribed emails.
7. Periodically a reminder will be sent at the bottom of subscribed emails to spread the word to others of how to sign-up if they would like to receive the emails and how to unsubscribe if the recipient no longer wishes to receive the subscribed emails.
8. Members of the Recycling and Solid Waste Committee are reviewing the content of their page and will soon send up-dated information.

The content of these minutes was reviewed and unanimously accepted as written before the committee adjourned at 8 PM.

Respectfully submitted,

Leslie Bracebridge

Member