

Web Committee Meeting Minutes

November 15, 2011

Shutesbury Town Hall

Members Present: Chairman Fred Steinberg, Paul Vlach, Leslie Bracebridge

Chairman Fred Steinberg opened the meeting at 7:03 PM.

Agenda:

1. Add a page for lost pets?
 - a. Leslie agrees to take responsibility for putting information on and off.
 - b. Fred agreed to create the page.
 - c. Unanimously agreed to add the page.
2. Add Facebook Page?
 - a. Public Posting Board?
 - i. It would have to be moderated.
 - ii. Who would be authorized to post?
 - iii. Potential conflict between what is on the website and the Facebook page.
 - iv. There is value in having a place where people can share information, but not for the Web Committee at this time.
 - v. Residents often turn to the website:
 1. The Website and the Town Announce Email List should be used more often as emergency notification resources.
 2. Encourage more extensive use of the website for posting time sensitive information.
 - vi. The Web Committee will post Select Board mailings; Leslie will try to remember to send them to be posted.
3. Set Drupal permissions so users can only Edit their own pages?
 - a. In reality, it hasn't been a problem yet.
 - b. It is not easy to do.
 - c. No action taken at this time.
4. Back-up Plan:
 - a. Fred does periodic back-ups. He will set up a new reminder for himself.
 - b. The automated system is broken.
 - c. The content doesn't change a lot.
5. Drupal Security updates:
 - a. We haven't had any security problems that we are aware of.
 - b. Fred will check with Willa who could not be present what the intent of the agenda topic was.
6. Delete or retain old agendas?
 - a. Why not save them? They may be useful to someone at some point in the future.
 - b. Fred will create a new page for 2012 and Leslie will post them year by year.
 - c. Fred will see if there is a way to streamline postings.

Web Committee meetings will be changed to the first Tuesday of the month that the Select Board is not meeting, in the months of February, May, August, and November. February 7, 2012 is the next scheduled meeting.

Adjourned at 8:16 PM

Respectfully submitted,

Leslie Bracebridge