

Web Committee Meeting Minutes
August 7, 2014

Members Present: Chairman Fred Steinberg and Paul Vlach, Willa Jarnagin and Leslie Bracebridge recording
Meeting opened at 7 PM.

Unanimously voted to approve the minutes of June 5, 2014

Where to put Electrical and Plumbing and Gas applications and fee schedules on the Website?

- ❑ Paul will create links from Frequently Asked Questions on the homepage and from their corresponding spaces on the Contact page.
- ❑ Leslie will email forms to Paul.

Discussion of possible site migration to hosted CMS (Content Management System) or option of self-hosted (Tim Boudreau?)

- ❑ Tim Boudreau did not respond to invitations to attend this meeting.
 - A server in this building would require our own maintenance. Who has the time, skills, and parts?
 - It's worth it to pay for those services.
- ❑ Willa offered to try Weebly.com, being the most cost effective, and report back to the Web Committee.
- ❑ Fred gave a list of the "must-haves": Multiple log-ins, per page permissions would be nice, mobile device friendly, no advertising, want Shutesbury.org domain, notifications of changes, and easy to use by non-professionals.

Use email addresses like [firstlast@shutesbury.org](mailto:firstname.lastname@shutesbury.org) in stead of /in addition to e.g. selectboard@shutesbury.org:

- ❑ Paul assigned Shutesbury.org email addresses to all 3 Selectmen.
- ❑ Any email sent to any one of those addresses will automatically be forwarded to selectboard@shutesbury.org.
- ❑ Any email coming in from any select board member account plus any email to selectboard@shutesbury.org will be held there for all to view and also automatically sent on to townadmin@shutesbury.org. Selectmen must go to Shutesbury.org to see what emails are going to other Selectmen.
- ❑ Select Board members will be able to answer the incoming emails, but the answer will only go back to the inquirer, and not other members of the Select Board, unless their email addresses are manually put in to the address bar.

The Library Director, Fire Chief, Police Chief and Town Administrator have permissions to announce directly to Town Announce under Mail Chimp without sending to the Web Committee first.

Should the Web Committee be the committee to decide this kind of email address policy?

- ❑ Selectmen have requested and reviewed this effort; implying that these addresses are OK to use. Web Committee members could not think of any other official needing a similar email address anyway.
- ❑ Any other future decisions regarding email policy will be addressed individually.

Next Meeting: October 2, 2014 at 7 PM at Town Hall

Meeting adjourned at 7:41 PM