

Web/Communication Committee Minutes for April 5, 2017 Meeting

Present: Susie Mosher, Fred Steinberg and Jamie Malcolm-Brown, Chair, Absent: Michael DeChiara

The meeting convened @ 7:03 pm

Minutes from March 15, 2017 meeting were approved.

We discussed and edited the drafted memo to send to all boards, committees and departments preparing them for the launch of v. Drupal 8 for the town website. Susie will get this out to all.

Julian Lustig was contacted (by whom?) as a possible new member of our committee.

Susie will check the census forms for other people with occupations that might be interested in joining our committee.

We reviewed the updating process. There will be a form that committees can use to upload their own minutes. It will be programmed to auto-send a copy to the Town Clerk.

We have thought of some more modifications to add to the upgrade in the future such as a Drupal calendar possibly on the home page for the upcoming week.

In preparation for the launch we need to input all the members for all the committees so they can be on the contact list and on the web pages. We divided up the Town Appointed Official list and need to get this done before the roll out. We will not include the term information from the Town Appointed list.

Jamie will move the minutes to the dev site.

The current site will close on May 10th. Any changes to the old site will have to be done by the web committee until the new site is launched on May 17.

Jamie will confer with Susie on working new Drupal 8

Meeting adjourned at 8:12pm

Minutes submitted by Susie Mosher