Web Communication Committee Minutes - March 21, 2018

Attending: Michael DeChiara, Fred Steinberg, Jamie Malcolm-Brown, Susie Mosher, minute taker Absent: S. Grettenberg

Meeting called to order 6:40 pm

Approved minutes from 1/31/18 as written

We looked at the dev site search feature that Jamie and Michael worked on. It can search for more than one criteria. It will be the primary search feature with a button on the website to use a Google search, too. Search results are weighted and ranked. That feature could use some improvement – when searching for “cat,” “certifi**cat**ion” came up. The search feature won’t find a pdf, will find a web page a pdf is on. Cleaning up old files on the town website will be a good summer project.

Stephen Grettenberg has a lot of technical knowledge which will be helpful in figuring out problems that arise. Communication with Fred or Jamie before making software fixes/changes will be part of the process for now while Stephen is finding out some of the rationales the committee has developed for the website and user culture.

The http**s**:// is an encryption requirement that Google is enforcing for increased security. Jamie has made an adjustment so that the site always loads via https / encrypted.  This will also ensure that posted links use https by default.

The decision was made to install a Drupal calendar to interface with the posting module. We want the posting module to look similar to the minutes posting steps that users are already familiar with.

On the minutes posting page it was agreed that there are unnecessary boxes on the page. Jamie cleaned up the page to make the posting steps clearer. Some committee labels can be removed because they are not entities that create minutes. Earlier in the week, Susie removed some minutes in such a way that they are now unavailable to repost correctly. Jamie will look into the patch that is needed to retrieve those three sets of minutes. Susie was coached in better editing practice.

One of the features we can add to minutes and agenda posting is that the Town Clerk will be notified (by email?) when either event has added something to the website.

Some of the posting discussion included how to address out of town, infrequent boards. Those agendas can be sent to multiple emails addresses, (currently Becky and Susie) for when the Town Clerk is out of town and those committee do not have user access to posting.

Michael will check in with Stephen about choosing a Drupal 8 calendar to build out the posting function. The work on the posting function will be done on the dev site.

We looked at why the Appointed and Elected Lists weren’t linked in all 7 different locations on the web site. Inconsistent labels and links broken during changes were identified and fixed. We decided to have a message that is displayed to the users after they login, that asks the users to send an email to the web committee when they find glitches. The users are our Beta testers and should be encouraged to let us know what needs fixing.

We looked at the calendar for next possible meeting dates. It looked like after Town Meeting would be best. In the meantime, Jamie will continue on the search development and Stephen will talk with Michael and Jamie and begin developing the calendar and posting function.

The meeting adjourned at 8:35