

Shutesbury Web Communications Committee  
Meeting minutes: May 25, 2022

Meeting called to order at 7:23 pm

In attendance: Grace Bannasch (Town Clerk), Gail Fleischaker (Chair), Jamie Malcom-Brown, Fred Steinberg

1. Minutes of April 6<sup>th</sup> meeting were reviewed and approved as presented.
2. Gail's report re archiving org emails: Becky points out that funding has to be in place before we can put out a bid to find/hire someone to design the procedure for archiving, do the archiving, and write documentation for the procedure (for us to follow in future archiving). Since there's no way to get that done before we are moved to Google Workspace, we need to submit a license agreement for our account in Google Workspace to start July 1, 2022.
3. Current need = 17 dept & office addresses + 21 comm/board org addresses + 3 individual Select Board member addresses = 51 licenses. (The MailChimp 'forwarding' address could be handled differently, so could be cleared for a new use at any time.)
  - 3a. Jamie reports that we can add licenses after signing the contract (but cannot reduce the number of licenses). We will contract for 49 Starter licenses (each with 30 GB storage @ \$3/mo) + 2 Standard licenses (each with 2TB @ \$6/mo).
  - 3b. Moved and seconded to initiate three-year contract agreement with Google for org email licenses as above, for an annual cost of \$1,908.
    - \* Vote: unanimously approved
    - \* Gail will contact Connor Bond in Google Sales to get paperwork started.
4. Gail will contact Town Counsel to see if the Town Announcement List of subscribers is "subject to the MA Public Record Law." Gail was authorized to adjust wording in Town Announcement Policy accordingly, then take revised Town Announcement Policy & revised Web Policy to the Select Board for approval.
5. Future planning: Jamie's on board for one more year, but after this year, we will need a new Drupal administrator.
  - \* Write plea for volunteer with Drupal expertise in Town Announcement, Our Town Newsletter, RoadTown News (widely read in town by newcomers).
  - \* Put flyer up at Library seeking Drupal volunteer.
6. It was moved and seconded to have quarterly meeting: unanimously approved.  
Next quarterly meeting will be scheduled for Wednesday, September 21, 2022.

Moved and seconded to approve minutes: Approved unanimously.

Moved and seconded to close meeting: Approved unanimously.

Meeting adjourned at 8:04pm.