Shutesbury Web Communications Committee
Meeting minutes: November 30, 2022

Virtual meeting called to order at 7:05 pm.
In attendance: Grace Bannasch (Town Clerk), Gail Fleischaker (Chair), Jamie Malcom-Brown,
Fred Steinberg

Single agenda item: discussion and finalization of IT needs for proposal to the Select Board.

Discussion: IT needs include cybersecurity of town computers, remote public meetings, and
management of organizational email accounts/licenses.

We will ask to be put on a Select Board agenda to approve hiring part-time IT personnel and to
report status of other needs: 1) investigating how other towns have solved public record
archiving, and 2) investigating whether Pantheon can update the website from Drupal 8 to
Drupal 9 to keep current with security updates, and if so, requesting a cost estimate for that
service.

Grace lost connectivity and was absent before the meeting ended.

Moved and seconded to approve minutes as amended: Approved unanimously.
Moved and seconded to close meeting: Approved unanimously.
Meeting closed at 8:44pm.