Shutesbury MA Web Committee

March 3, 2015 Meeting Minutes

Present: Chairman Fred Steinberg and members Paul Vlach, Leslie Bracebridge and Jamie Malcolm-Brown

Absent: Willa Jarnagin   Minutes taken by: Paul Vlach

 Meeting opened at 6:40 PM in the Town Hall conference room.

1 - Board of Health email. BoH had asked if they could have individual town email addresses, to coordinate non-deliberative information amongst themselves, without loading up or losing track of BoH business using their personal email accounts. Fred had initially replied, expressing concern about hitting the cap on free shutesbury.org accounts, under our Gmail user plan, and suggested they might just create new Gmail accounts of their own choosing, through which they could then funnel their activity.

Discussion tonight reaffirmed the concern, and supported the suggestion offered. Paul noted that certain officials may actually have a clear need for shutesbury.org email addresses to directly receive or respond to outside agencies or the public, such as police officers or department heads. It was unanimously agreed that future requests would be evaluated on those criteria, and town address requests for individuals could be declined or assigned as a housekeeping matter by the Chair or designee.

Note: Paul spoke with Police Chief Tom Harding after the meeting, offering again to create addresses for each of his staff. He was going to consider that, and get back to Paul. The Chief was reminded that the court system could potentially require full disclosure of any email accounts used for police business, including personal accounts, such as one he uses in conjunction with police.chief@shutesbury.org

2 – A question had been asked during a Selectboard discussion, and forwarded to Fred, about the possibility of either an email notification system or RSS feed to interested public parties when changes are posted on particular town webpages. An RSS feed (Really Simple Syndication, also known as Rich Site Summary) is a website tool which allows a user to (typically) click an "RSS" link button on a web page, and then through their browsers, control the receipt of changed or new content on that page, without needing to physically check it daily, weekly, etc.

Jamie believes the Drupal version we are using allows for adding this feature. He will check into it, implement it on all pages if possible, and report back if it is not an option. If it is activated, we can send out public announcements to that effect.

 3 – WebIntellects cancellation. With the successful transition over to Pantheon as our ISP (Internet Service Provider), Fred will now cancel our WebIntellects account before the March 23rd renewal date.

4 – Town Clerk and Select Board Clerk transitions. Leslie has now resigned and a replacement was hired, as the Selectboard Clerk (or "Administrative Secretary"). As of the May elections, she will also be leaving the office of Town Clerk. She will continue as the Chair of the Historical Commission, and needs to move web content off of the Town Clerk's pages to a new Historical webpage to be created.

In order to separate out her email correspondence, Paul will create new email addresses; and Jamie will create the initial Historical Commission webpage.

Note: On March 9th, Paul created the historical@shutesbury.org email for Leslie's use; and in coordination with Town Administrator Becky Torres and the new Administrative Secretary Linda Avis Scott, created adminsecretary@shutesbury.org for Linda's use. The 'Contacts' page has been updated with this info.

Next meeting: Tuesday, May 12, 2015 at 6:30 PM.

Adjourned at 7:07 PM.

(Note: These are draft minutes subject to approval at a future meeting.   PAV)