POSTED IN ACCORDANCE WITH THE PROVISIONSOF MGL 30A §§18-25

Name of Committee: Web Committee

Place of Meeting: Town Hall   Room Preference: Downstairs

Date: Wednesday   November 16, 2016   Time: 7:00 pm

Agenda:

1 – Old business – review draft minutes of joint Web/Selectboard meeting of
            October 19th; discuss and review things done, and undone.
   - Selectboard mandate for Web - scope and latitude to maintain website
   - Role of Web Committee regarding email communications.
   - Status of policies - blow up, put in place, what?
   - Outreach to have old info purged/updated by boards, committees, depts
   - who should be doing that outreach, and who will do the work.

Carried over items from last meeting:

3 - Discuss budgeting (through Selectboard) for website maintenance costs.
Who will do it? What will they do? What will they not do? How much time would that
take. At what rate?

4 - Describe and discuss the adjustments made to the website, including: navigation,
grouping, home page redesign, tagging, and ??? what else was done?

5 - Discuss elimination of dead/vacant boards, committees, work groups from the
website.

6 - What further revisions or adjustments does the 'work group' (Michael, Jamie, Fred)
plan, or expect will be needed?   (anything else? assign updates/corrections to known
problems, such as Contact page?)

7 - Website progress, status, and anticipated roll-out schedule

8 - 'expectations' and 'user friendliness'

9 - Home page maintenance and updating: What should always be there? What should remain for shorter periods?
 Who will keep it current? Who should not be adding or removing items?

10 - Information sharing: Who, how, and where will website and webpage changes be communicated to the residents?
   - Little or none is done now, and new info on existing pages, or creation of a new page, needs to be announced or the community will not know it exists.

11 - Routing of requests for webpage updates, postings, etc. - ongoing confusion over this process.

Next steps:

12 - Further work group dates or roll out date?

13 - Outreach or direction from: (whom) to boards, committees or departments about updating or eliminating pages and info?

Next meeting date?

Approve Minutes of previous meeting(s):

   Posted by:

   Date: Fragrance Free Event