Web Communication Committee Minutes for January 16, 2019

Present: Gail Fleischaker, Fred Steinberg, Jamie Malcolm Brown - Chair, Susie Mosher- Note Taker

Absent: Michael DeChiara, Stephen Grettenberg Meeting convened at 6:35 pm

Minutes of 11/7/2018 meeting approved without change

Jamie will check in with Michael DeChiara if he still wants to be on the committee. He has not attended three meetings in a row; no one has heard from him. Jamie will also check if Stephen Grettenberg would like to be a volunteer assistant rather than a committee member. His help with Drupal updates would be good. Knowing who is a committee member establishes how many attendees are needed for meeting quorum.

Changing to My Town Government (MTG) deactivated the meeting notification system that citizens were using. The new instructions are now on the home page and the TC page. Fred will get out the message on Next Door Shutesbury.

Eight committees are using the MTG posting site and they have given positive feedback. Susie is learning new routines for managing agendas and minutes. Currently minutes are posted on the MTG site and the web pages for committees that want their minutes posted. The agendas are archived on the town website and on MTG. Paper copies of both minutes and agenda are archived in the Town Clerk’s office as required by law.

Jamie will add a link to MTG on each committee’s web page in the right-hand column and on the homepage to facilitate access.

MTG is not as friendly to use on mobile devices. Susie will check in with the Town of Barre to find out if any other users found a way to adapt.

The Town Bylaws page has an extra step to get to the information that Jamie will remove. The page seems to need a Table of Content – it could be organized in the same format the minutes page. In one attempt to use the search function we didn’t get the text of the bylaw, just the title.

Susie will check into the Go Daddy Credit Card, automatic renewal process – Did this get fixed?

Fred set up the new Treasurer to have a user name, password, a department page and a listing in the drop-down menu under Department. Susie will check in with Ryan to see if he needs any help developing his page.

We changed the menu name from “Contact” to “People” and the drop-down titles underneath remained the same. Gail will look over, edit or add to the Connect to Town Officials and the other pages listed under People.

One citizen’s feedback led us to edit off inactive information on the Police web page. As the staffing has changed, the page will have different input. Susie will check in with the Police Chief, Dan Fernandes, to see what his department wants and can manage.

The next meeting is scheduled for March 20 at 6:30pm. Agenda items for our next meeting will include: Navigating the site, a review of the list of tasks the Web committee handles. Our meeting adjourned at 8:00pm. Respectfully submitted, Susie Mosher