

Meeting opened at 7:12 PM by Chairman Fred Steinberg

**Other members present:** Paul Vlach, Janis Gray and Leslie Bracebridge, recording minutes in Secretary Keith Dragon's absence.

**Minutes of the August 7 meeting were accepted as written.**

Fred's emailed summary of the **November 6, 2002 meeting without a quorum** was accepted.

1. Fred reported the **successful move of the shutesbury.org website to a different server within "The Spa."**
  - With an upper limit of 100 or so e-mail addresses allowable, the committee agreed to actively seek out participation from more town departments.
  - Paul volunteered to prepare a flier encouraging committees and boards to contact Keith Dragon with their information and to establish an email address.
  - Paul is also working with the Police Department to renew their website and match the design of the other town pages.
2. Fred reported the successful **renewal of the domain to "Go Daddy Software, Inc."** from VeriSin's "Network Solutions, Inc."
  - Shutesbury.us.gov is still in process, and
  - Fred offered to look into shutesbury.cl.ma.us (a state listing.)
3. Requests to the **announce@shutesbury.org** are now automatically sent to Fred and the Town Administrator simultaneously.
  - No names are attached to the email list that Leslie keeps for public record.
  - A Governor's office legislative initiative to cut government costs would authorize cities and towns to post public notices on websites in place of the current paid newspaper advertisement requirements.
4. A **request for bulk announcements** about deliveries from a locally owned pizza shop would be of interest to local residents, but was not accepted because it concerned a private for profit business.
  - The desire of the public is very strong for a site where a private citizen is allowed to say what is on his/her mind, advertise things, send out inquiries, etc.
  - Fred intends to set up such a forum on a site not monitored or funded by the town and create a link to the site from shutesbury.org. Discussion followed about the implications for the town to link the private site to the town's site.
5. A concern has been brought to the committee that **meeting minutes on the web can be modified**, printed and used improperly.
  - Could minutes be converted to PDF before being put on the website? Anyone having Acrobat could still modify minutes.
  - The option of using a password was considered.
  - A disclaimer will be added to notify readers that official true copies of minutes are available through the town clerk's office.
  - Is the use of Microsoft Word on the town website a proprietary problem? **Could Keith convert everything to plain text to avoid liability?**

**The next meeting will be Wednesday, May 5 at 7 PM**

The meeting adjourned at 8:05 PM

Respectfully submitted,  
Leslie Bracebridge