

Web Communication Committee Virtual meeting minutes April 22, 2020 4:43 pm

Present: Fred Steinberg, Gail Fleischaker, Susie Mosher, minute taker. Absent: Jaime Malcolm-Brown

No minutes will be approved for the October 9, 2019 meeting. It was more of a work session for Gail to ask Jaime about the structure of the website. Gail was working to understand the taxonomy system so she can (re)build pages.

The town needs the website more than ever for communication during the Covid-19 pandemic. With Town Hall shut down the availability of information is through the town webpages, town announce, phone calls and Code Red contact. We reviewed some of the known problems with the website.

Fred identified clearing the cache as a cure to some of the problems. He showed us where to find the cache.

Grace is trying to create an online, fillable dog application. She has concerns about security. Solutions suggested were: Send the information to the Town Clerk office in an email, create a google form (get help from Fred) or used Adobe Pro DC (get help from Gail).

I could not delete Barry Field from the the right-hand side of the Conservation Commission page. We solved the problem, but our approach would only work for a person who had only one appointment. The Town Clerk could use some training to learn how to manage the contact and members lists.

Jamie is very busy now with the work from home-kids at home situation due to Covid-19. The committee is providing him a break from Web responsibilities. However there are updates for Drupal waiting to be loaded. If one of us attempts to upload them and something happens to the website, the people in the room do not have the expertise to fix the backend of the site. We decided to not upload the updates at this time.

Jill Buchanan has offered to join the Web Committee. She has used Drupal a lot. Gail thought Jill will be able to help clean up some of the pages. We will ask the Select Board to appoint her. She will need administrative access.

Although I learned how to manage the website by trial and a lot of error, I have cautioned Grace about exploring the town website without having a person who can fix something if a problem arises. Jill might be a good resource for training Grace.

If something happens to the web who can we contact? Willa Jarnigan may be able to handle problems with the web – Susie will check in with her.

Is Stephen Grettenberg still in town? Susie will check.

The rest of my notes are not clear. During the beginning of the pandemic when people began to rely more on the web, some of the problems had to do what people are familiar with. The calendar has two ways of presenting the schedule. Diane Jacoby didn't understand the list; she wanted to reach the calendar from the town website, not MTG and she wanted to see the calendar in the familiar boxes of Sunday through Saturday. Perhaps there should be a button access to the MTG calendar on the town web page.

Meeting adjourned at 6 pm.