

Minutes of Web Communications Committee meeting 9/03/2020

Meeting was called to order at 7:03 pm.

In attendance: Jamie Malcolm-Brown, Fred Steinberg, & Gail Fleischaker, Chair

1. Drupal procedural questions were raised and answered
“Publish”/unpublish are determined at page level, adding/deleting from menu is at structural level.
Main Contact and Minutes block are automatically inserted on page by tagging page.
Neat editing trick: “shift Ctrl V” pastes Ctrl X text *without* formatting.
2. Discussion re direct hits on comm/bd and dept pages
“Associations” on Contact Town Officials and comm/bd/dept names on individual Contact pages can be directed to the comm/bd/dept page: 1) Gail will first edit terms in the Comm Tags list, inserting the comm URL in “Page or External URL”, then 2) Jamie will make the background adjustments necessary for operation of the re-direct.
Taxonomies are required to tag minutes for proper listing on pages and in minutes search. Searches will be directed to taxonomies, but pages will be weighted so as to appear at the head of the list.
3. Webpage edits & backend changes
Gail will edit contents of Meeting menu to reflect current procedures (e.g., posting meetings), amend language re virtual meetings, and create new Town Meeting page.
Gail will delete duplicate/inaccurate pages (e.g., Historical Commission, Municipal Light Plant).
Jamie removed “Add Minutes” button (in Drupal/edit mode).
Jamie made “expiration date” operable for News & Updates views.
Jamie will set up Town Meeting Warrants as searchable list so can be blocked with Minutes on new Town Meeting page that Gail will create.
Jamie will set up Our Town Newsletter editions as searchable list so can be blocked on new Our Town Newsletter page that Gail will create.
Jamie will look into putting “menu” above (or as top line in) hamburger icon in banner.
4. Web Committee meetings are necessary only as decisions need to be made re web structure. Gail’s editing/updating do not require a meeting of the Committee. Gail should inquire directly to Jamie or Fred for technical help, but such inquiries do not involve decision-making and so do not constitute Committee business.

Respectfully submitted,
Gail Fleischaker, Chair