

Shutesbury Web Communications Committee  
Meeting minutes: 6 May 2021

Meeting called to order at 1:02 pm

In attendance: Grace Bannasch (Town Clerk), Gail Fleischaker (Chair), Jamie Malcom-Brown, Fred Steinberg

1. Grace: do we want to get a .gov domain name?
  - Cybersecurity & Infrastructure Security Agency (CIA.gov) now has registry of dot-gov domains and is promoting municipalities to apply and register.
  - Would change the URL of our website; site content would be the same.
  - Shutesbury.org would still remain (links would not be broken).
  - Would be good, especially during elections.
  - Relevant security features?
  - Moved and seconded that Shutesbury acquire a dot-gov domain: Approved unanimously.
  
2. Grace: do we have/need a policy on email correspondence by government volunteers?
  - There's a long-standing problem with committee members using personal email in conducting committee business.
  - Any email sent from committee member is a public record.
  - How do we enforce member behavior? People new to the committee system are receptive to having a [first.lastname@shutesbury.org](mailto:first.lastname@shutesbury.org) address and using them exclusively for committee work.
  - Jamie will see if Shutesbury is eligible to apply for non-profit fees.
  - Fred will check if Crocker will offer us an email service for Town volunteers.
  
3. Gail: Updates on web content
  - Revised menu category and titles (e.g., "Town Governance," "Town Officials" (né "People"), "About Shutesbury" (now has demographic and geographic info plus Places of Interest)
  - Town website now has a complete listing of bylaws (/town\_bylaws), each with vedone-line description & direct link to document. Town Clerk's binder is archived base of information.
  - Town Meeting page now complete with ATM budgets from 2014.
  
4. Jamie: Update re Contact info structure
  - About halfway done with programming to effect changes.
  - In the meantime,, Jamie set 'page type' to appear at top of taxonomy list so viewer sees committee page first, before the rest of list.

Moved and seconded to approve minutes as amended: Approved unanimously.

Moved and seconded to close meeting: Approved unanimously.

Meeting closed at 1:50.