Web Communications Committee
April 6, 2022 (virtual) – 7:03pm

1a. Report (Gail) on confirmation procedure in TinyLetter (in response to last meeting's request for further information before deciding whether or not to move to TinyLetter for TA)
  * In TinyLetter, Shutesbury would be the 'main account' with the WCC as the 'contact email.'
  * All senders other than Shutesbury/WCC are Shutesbury 'clients.' Clients can forward messages to TinyLetter to be sent out as Town Announcements (as they do now in MailChimp).
  * The TinyLetter procedure is different in that the forwarded message is confirmed by the *account holder* (i.e., Shutesbury/WCC), *not by the sender* as in MailChimp. TinyLetter alerts the WCC that an announcement has been sent. The WCC must then confirm the send as a required procedure in TinyLetter.

1b. Do we need/want to change how Town Announcements are managed?
  * Discussion: no pressing need to change.
  * Motion was made, seconded, and approved to leave management of TA in MailChimp as current.

2. Revisit the revised Town Announcements Policy
  * Grace will investigate whether or not the List of subscribers is "subject to the Massachusetts Public Record Law" and share her public record assessment with the WCC.
  * Gail will amend the policy accordingly and take it to the Select Board for approval.

3. Org email addresses needed in 'update' to Google Workplace
  * Minimum number of licenses required in Town administration = 41 (user list attached), including a new address for the Town Buildings Committee, which currently has no org email. At $3/license/month, annual cost to Town would be $1,476.
  * We should have more licenses than the minimum required as a buffer against future needs.
  * Jamie will talk with Connor Bond, in Google sales, to find out if Google has government services and if individual accounts can have additional drive space, sharing his experience with Gmail plans for non-profits.

4a. Archiving deactivated org emails: The issue
  Organizational emails, their message content and attachments, constitute public records. As such, they are subject to the Massachusetts Public Record Law, which means they must be permanently stored in a place and form that is immediately accessible by the town's Records Access Officer (in Shutesbury, that's the Town Clerk).

4b. Archiving & deactivating org emails
  * The Shutesbury account currently has 11 org email addresses that are no longer needed, but their contents would have to be permanently stored before they can be deactivated. There is not time to deactivate them before our account is moved to Google's license-based system (mid-May), so these accounts will have to be kept active/licensed in the new system. Thus, licenses needed = our current 50 addresses + 1 new address = 51 licenses.

* We need to find a knowledgeable person to design a system that allows us to download and securely archive digital records that are easily accessible to the Records Access Officer.
* Given this scope of work, Gail will check with Becky to find the proper process for moving forward with a search and hire.

5. **Status report on proposed Drupal changes (Jamie)**
   * Amending View/complete_contact_list to link Committee Tag directly to webpage: Jamie hasn't been able to get to that yet.
   * Entering (Willa's) CSS code for multi-column display of primary menus and (Willa's) CSS code to insert "menu" above hamburger icon: Jamie will be adding the CSS code shortly as Drupal snag gets cleared.

6. **Progress report on Updating Drupal 8 to Drupal 9 (Jamie)**
   * Is there a deadline for the update? Date for security support for Drupal 8 has gone by, so the site is potentially vulnerable, but Jamie reports that Pantheon is generally good at blocking attacks so the site's not likely to be targeted.
   * Jamie's working on update chunk by chunk.

Meeting closed at 8:25pm.

Respectfully submitted,
Gail Fleischaker, Chair