

Minutes for Ashfield Town Website Committee Meeting  
12 January 2010

attending: Charlie Heath, Virginia Wiswell, David Kulp, Juliet Jacobson

1. Website Committee submission for Ashfield 2009 Annual Report

We discussed what should be included in the submission for the report and Virginia agreed to write a draft and circulate it to the others for comment.

2. Upcoming Select Board review 27 Jan 2010

We reviewed the topics that we need to present to the SB and agreed on the following: Charlie will demonstrate the Joomla authoring environment -- showing the web interface and demonstrating making an edit and the change showing up in the website. Juliet will demo the website--either the design version or the staging version depending on how far along the Staging site is by the 27th. David agreed to bring his iMac to use for the demo.

3. Gathering website content

Charlie reported receiving content from the Ag Commission and the Parks Commission, Virginia said she can submit the Library's content in the next day or so, Juliet reported that the content from the Planning Board is fairly complete and that Ashfield Trails has submitted some material.

We agreed that we will send out a reminder email at the end of the month to all boards/depts/committees and that the email will include a link to the staging site so people can get a clearer idea of how the material they send will be used.

4. Site review

suggested changes/fixes in no particular order:

- alphabetize drop down menus
- use "Town Hall" instead of "Town Business" in global menu
- add a FAQs page for people to find answers to commonly asked questions.
- include "fence viewer" (currently Alden Gray) and "field driver" (currently Roland Townsley and David King) on the Ag Commission page
- include a main menu bar at the bottom of the page as well as the top
- contact Nancy Garvin for help with the "About Ashfield" pages
- the Route 112 Scenic Corridor report from FRCOG has a lot of useful information for the "About Ashfield" pages
- include info about Ashfield kids' baseball
- make the layout liquid but within limits to promote readability
- we reorganized the main drop down menus (see page 2)
- we redesigned the main menus by dividing the menu items into two groups
- we need to design a News block for Home page
- we will try making the banner and color scheme change seasonally
- we decided to make a global and local left side bar distinguished one from the other by design

## 5. Action items

- Virginia will draft submission for Annual Report and send around for input
- Juliet will revise design pages as per this meeting's decisions
- Charlie will implement design changes into staging site
- David will contact Nancy Garvin re: About Ashfield pages

## Main Menu changes

### General Menu (direct links)

- Home
- Community Organizations
- About Ashfield
- Calendar
- Search
- Text Size Switcher

### Town Business Menu (drop downs)

#### Finance & Administration

Accountant/Treasurer  
Board of Assessors  
Finance Committee  
Personnel Board  
Select Board  
Tax Collector  
Town Administrator

#### Regulations

Conservation Commission  
Building Inspector  
Planning Board  
Zoning Board of Appeals

#### Health & Safety

Board of Health  
Sewer Commission  
Water Commission

#### Emergency Services

[625-8200 non-emergency, 911 emergency] (not links)  
Emergency Management  
Fire Department  
Highway Department  
Police Department  
Shelburne Control Dispatcher

## Town Life

Agricultural Commission/Field Drivers/Fence Viewer

Animal Control Officer

Cultural Commission

Historical Commission

Library

Parks Commission

Schools

Telecom Committee

Transfer Station

Website Committee

Youth Commission