

Minutes for Ashfield Town Website Committee Meeting
18 May 2010

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

-feedback from internal review

We received NO feedback. We decided that our page-by-page review with Maryellen and a review with the Select Board will have to serve as all the feedback we can rely on before public launch of the site.

-schedule for public release of site

We hope to launch the site publicly by mid-June. We will meet with Maryellen next week (May 24 or 25) to review site and fill in any content blanks that she can give us info for. Next, we'll develop a list of all content that's still missing and among the three committee members, acquire that info and post it into the site by the end of May. We'll meet with the Select Board and review the site at their first meeting in June. After incorporating any suggestions/corrections from the SB, we'll launch by mid-June.

-punch list of items that must be completed before public release

we went through the site and noted the following items to be done:

1. move "submit article" link from home menu to "Town Officials' Portal" menu (CH)
2. clean up confirm page from "submit meeting minutes" process (CH)
3. remove all groups from Community Groups main menu unless we have info for them.
Add notice on this page soliciting info.(JJ)
4. fill in the Forms and Applications page using content from David's earlier web creations effort. David will forward material to Charlie. Charlie will create page based on Juliet's existing model (DK, CH)
5. finish Contact Info page. (CH)
6. Ask Virginia to create email addresses for all committees/depts/boards (e.g. ["zoning@ashfield.org"](mailto:zoning@ashfield.org)) (DK)
7. make link to Building Inspector / FRCOG open in a new window (CH)
8. fill in Emergency Management page (JJ)

9. fill in Police Department page- David will contact chief (DK)
10. fill in Animal Control page - call Warren Kirkpatrick (JJ)
11. fill in Library page - David will get info from Virginia (DK)
12. ask Maryellen for basic info for following pages: Council on Aging, Cultural Council, Historical Commission, Human Relations, Youth Commission. (CH, JJ)
13. revise History of Ashfield page (CH)
14. remove link to Photo Gallery (CH)

-plan for meeting with Maryellen for full site review, training for calendar updates and minutes processing

Charlie will set up a meeting with Maryellen for 5/24 or 5/25.

-new functionality: submitting minutes and posting a meeting

this functionality worked well, we discussed some tweaks which Charlie will implement.

-list of items that will require ongoing work or additional discussion

-ongoing maintenance process

tabled these items until next meeting

-liaison with current Select Board

we will do this at our review with SB in early June.