

Minutes for Ashfield Town Website Committee Meeting
20 September 2010

attending: Charlie Heath, Juliet Jacobson, David Kulp, Paullette Leukhardt

1. Posting meetings: discussed process for posting meetings. This discussion is ongoing. Paullette continues to post meetings on the online calendar by copying them from the town hall bulletin board. So far, only the select board, telecommunications committee and the website committee are posting online. David Kulp will write up a description of our current posting process and review it with the SB. He will ask the SB if they can appoint someone in Town Hall to check the online submissions daily so that town officials can be sure that if they submit a meeting online, it will be posted right away. We will make it so meetings posted online go directly to the public calendar. Charlie can check posting time and meeting time and send a message if the posting is less than 72 hours before the meeting.
2. Training Town Clerks: we need to offer a retraining session to Town Hall employees.
3. Town Clerk and Assistant Administrator pages: these pages need to have current job descriptions on them once the positions are filled.
4. Attachments: Charlie will revise this feature so that attachments are posted directly to the public site.
5. Ongoing town officials training: There are still several committees who have not been trained to use the website.
6. User Accounts: how it works: anyone can create an account but it requires activation by the webmaster. Once the account is approved and activated by the webmaster, the new user can only post meetings and minutes. To edit pages, they need to request and receive editing privileges from the webmaster.
7. Forms and Applications page: Charlie will remove the link to this page until the page is ready for publication.
8. Letter to State: Paullette will present draft of this letter to SB at this week's SB meeting.
9. August Minutes: approved.