

Minutes for Ashfield Town Website Committee Meeting  
5 August 2010

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

1. Posting meetings: discussed process for posting meetings. This discussion is ongoing. Issues still to resolve: checking to ensure that our process complies with MA Open Meeting Laws, understanding who has ultimate responsibility for posting, creating a page on the website that informs town officials what the correct process is. Charlie implemented a feature that allows users to print out their posting.
2. Training Town Clerks: this is scheduled for Tuesday August 10. Juliet will do the training.
3. Calendar updating: Poullette has been managing the calendar and taking care of ensuring that meetings posted on the bulletin board are transferred to the calendar.
4. Emergency Mgmt page: Poullette has met with Doug Field and has added content to the Emergency Mgmt page.
5. Assistant Administrator position: Dave deHerdt will send a job description to post online.
6. New Town Appointees: Dave deHerdt sent list to Charlie to post. Charlie will take care of this.
7. Email addresses for Town Officials: Charlie will set up email addresses once the town has reached a decision about the overall email situation. Until then, Charlie is managing email through the website as a temporary solution.
8. Letter to State: Poullette will write a draft and send it to the Select Board for approval
9. Website Training: In order to train the committees who didn't attend one of the training sessions, we were each assigned the following committees to contact individually:
  - Poullette: Finance Cmt, Tax Collector/Accountant, Sewer Commission
  - David: Ag Comm, Con Comm, Police Dept
  - Juliet: Personnel, Library, Cultural Council
10. Editor's Portal: Charlie added a document upload feature
11. Job Posting: Charlie made a job posting module.

12. Upcoming Events menu: we decided to increase the number of events to 10 and adjusted the line spacing to reduce vertical space.