

Minutes for Ashfield Town Website Committee Meeting
8 March 2010

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

During this meeting we reviewed the staging website and developed a punch list for items to revise and/or complete prior to the first-draft, internal release of the site. These minutes will itemize what we're planning to do before the release. We hope to have the release ready by the end of the month and will contact the Select Board before then to let them know our plan.

General/Global

- revise formatting of menu above search box, use design site as model
- links in left side bar should be "Meetings & Events" with entries coming from the calendar, need to revise the format of these links
- revise formatting of quicklinks, use design site as model
- remove "Using Town Hall & Common" link from quicklinks
- placement of breadcrumbs is good, size is too big
- make the overall page 960 px instead of a liquid layout
- incorporate Spring Theme (JJ will supply)
- revise main drop-down menu to correspond to design site with the following exceptions:
 - Change "Roads & Lands" to "Town Services"
 - move Ag Commission to the "Regulations" menu
 - take menu away from "Home" link and move log in link to footer. Remove bullet from Home link so it doesn't look like a drop-down
- alphabetize links in drop-down menus
- add a "Minutes" link to quicklinks that provides access to all minutes. JJ will make a model for a general minutes page using drop-down menus organized by year.
- JJ will make a model for the quicklinks link "Forms & Applications" a la the minutes page
- move content currently on "Townhall General Information" page to the "Contact Info" page. For the "Townhall General Information" use townhall hours, Maryellen's contact info and info about using townhall.

Home Page

- replace the Ashfield history text with some greek text under an H1 Welcome header
- include the picture of town hall

- print icon should move and border can be a single pixel line
- need to include a "Town News" box in center column, JJ will make a format, we need to strategize about how to keep this current

Calendar

- need to populate with some events

About Ashfield Pages

- create a main menu page (use link list on design site)
- create "A Brief History of Ashfield" page using text from historical society. JJ will gather photos to include
- all other "About Ashfield" pages will say "This page needs content"

Community Groups Pages

- create a main menu page (use link list on design site)
- create a "Belding Memorial Library" page--Virginia will supply content
- all other "Community Groups" pages will say "This page needs content"

Committee/Dept Pages in General

- all committee pages need the right hand side bar with consistent headings and formatting that matches design site
- all committee pages need consistent headings in middle column:
 - H1-committee name (should match what's in main nav if possible) with mission statement or blurb under name
 - H2-subheads in the following order:
 - Meetings
 - Contact Info
 - Members
 - Minutes
 - Fees (if pertinent)

- put standard phrases on placeholder pages:

- "This page needs content."- for pages that we have nothing for.
- "The information on this page is out of date. We need current information." - for the legacy pages.
- Let's take the incomplete info off the partial pages so things are clearer

Some specific Committee/Dept pages

Schools Page

-include images and text from school's existing websites, include links to schools' websites. JJ will gather this info

Finance Committee Page

-JJ is gathering info, will have content in place by internal review launch

Telecomm Committee Page

--David is gathering info, will have content in place by internal review launch

Library Page

--Virginia is gathering info, will have content in place by internal review launch