**Agenda – September 28, 2026**

1. Welcome to Liam, our new Town Administrator
2. General history of project for Liam
3. New website status
4. Town Clerk sending Cindy incoming materials that goes on the existing site, so Cindy can update new site to be prepared for cut over.
5. Demo of what this DRAFT website looks like now.
    a. Go through various page modules to determine preferences.
    b. Demo of uploading Agendas, Minutes, etc.
6. Discuss levels of authority – Administrators vs Editors
7. Progress on uploads of Agenda – Minutes **(Early this week of 9/28)**
8. Status of Youtube vs. Zoom for Recordings
9. Demo of Forms and how to assist the offices and or for Residents to offer suggestions.
10. Discuss the Citizen's Request feature for website.
11. Role out to Select Board and others? When?
    a. Still up for a webinar for Residents?
    b. Testers within Middlesex?
    c. Target Go Live Date?
12. Review and discuss list below of future considerations.

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**List of Outstanding Issues to Discuss or Website Additions:**

1. For Town Clerk: retention of old site data and information for historical purposes. This applies to old ORCA recordings, as well.
2. Requirement of Boards/Committees to upload their own material?
3. Establish a process for residents to make suggestions?
4. Continue discussion of an ongoing website group?
    a. Establish a process for ongoing changes to the new website.
    b. Need for Policy on content?
    c. Priority to change requests?
5. Add separate Candidates Page for Website.
    a. Define what/what is not allowed.
    b. Susan has researched this and we can.
6. Does Middlesex want to use the Citizen's Request feature of the website?