Website Committee Agenda – May 21, 2026

1. Site Map Updates

Reviewed the newest site map and the process for completing it.

2. Found the Revize agreement document agreed upon by Middlesex. Will share it.
    a. Training can be done in 2 levels – Core and full! – Good to read that.
        i. We need to ID both levels.
        ii. I have asked for Revize timeline for training
    b. Note: After training, it is ours for cleanup.
    c. If after we "cleanup" there are functional changes, sounds like they would accommodate, if not crazy.
        i. I have asked Revize when the calendar functionality we requested occurs.
3. Content getting there…some outstanding -
    a. Selectboard
    b. Highway
    c. Fire and Rescue
    d. Emergency Management – Colin Marshall – coming
    e. Dev. Review Board – Peter Raymond
    f. Historical Society – Patty
    g. TC items:
        i. Land Records
        ii. Vital Records
        iii. Election Results
        iv. Upcoming Elections
        v. Voter Registration
        vi. Other Services
        vii. Board of Abatement
        viii. Board of Civil Authority
4. Should we get more website members? **Yes. For Specific tasks. – Quality check by people once we have a live site; Sally Cavanaugh have volunteer to be QA.**
5. Should we have a simple Google Document to Residents which may help determine what to add to the Quick Link buttons on the Home page:
    a. What 3 things do you want to see the most on the Middlesex Website?
        i. Property Tax information
        ii. Land and Property Information

iii. Agendas and Minutes
iv. Voting information/vote outcomes/what votes are coming up?
v. Forms and Permits
vi. Animal Control
vii. Fire and Rescue
viii. Calendar of Events/Meetings
ix. Other_____

Yes, another way to engage. Cindy will draft FPF message and run it by our crew.

6. Zoom to YouTube? How? Who?

After discussion, MBH thought he could do this. Cindy will ask Brigid for town login so he can transfer meeting in mass to YouTube. (Cindy Sent Email)

7. 3 years of agendas, minutes, recordings? Any need for more? Where are old ones stored?

After discussion, hands were raised for 3 years of Agendas, Minutes and Recordings be placed on new website. It will grow over time. Michael L. asked Cindy to message Revize to see if there was an ARCHIVE feature so the primary 3 years show, and anything beyond that slides into an archive function.

8. Photos Discussion

Our guest, Mark Bushnell, attended to discuss images and showed examples of photos he had which was a wonderful selection! We all agreed that Middlesex pics were ideal with some art (adult and child art). We also felt a good number of images even within the pages would be great, too. No faces without permission (especially children), but nondescript images seemed okay. We discussed how the images will be vetted in the future, and we agreed we must establish some standards for going forward. To be discussed later. Mark asked about image size for the major heading pages and MBL found the following. Cindy will ask Revize if they have a blurb for clients on image information, too.

Homepage: 1440 x 796

Inner pages: 1440 x 300

Later in the discussion, the question came up with how Revize needed the header image information – page images we can just put on the page or send a link. Cindy will ask for that from Revize. And they will be asked if there is a repository for all images so we can just pick from that to add to pages.

9. Discussion of Kick Off event for public.

We don't have a date or approximate date yet, but when we do, Susan said the Solutions Committee would be able to help with the kickoff event.

Other:

We had additional discussion about what happens with the remaining data on the current MDX site. If we take 3 years, what happens to the rest. The Town Clerk is the keeper of the records so how will that work? What happens to the MDX site when Revize overlays it with our new one? Who hosts the MDX site? None of us seemed to know.

MBH thought perhaps if he could look at the backend of the site, he might be able to shed some light on how it would work. Cindy would email Brigid and ask for login authorization for MBH. (Done) Cindy will also ask Revize in my next communication what happens as a rule to an old site.

Michael L. asked about some content issues, and we had a bit of discussion about these issues.

- **Inconsistent Zoom meeting information.**
- **Phone number formatting different in various places.**
- **Should we use person emails and phone numbers.**

Ultimately, we determined we would take what people gave us for information, knowing it may not be 100% correct. We have plenty of time to modify even after migration. Additionally, the email convention is changing for MDX and we are unsure how it will work.

After the meeting, I was thinking we could capture more board/committee information when we have a show and tell with the boards/committees (which we should do prior to public role out). Perhaps we could split up the boards/committees and attend their meetings via in person or Zoom to do a more personal show and tell of their pages. And have them look at the committee members and verify who they are, and their contact information. (These are just thoughts). I like the idea of getting their buy in before the general public does.