Website Minutes from 9/28/26; 4PM; Town Hall

Present: Liam Abbate, Lauri Scharf, Michael Braun Hamilton, Susan Clark

For initial website demo: Brigid Browning and Cheryl Grandfield

Absent: Michael Levine

1. Welcomed Liam and provided background for the website project and we gave a status of same.
2. We will be moving to a **.gov** either at the same time, or after we go live with the new website.
3. We are trying to keep the website updated with new updates that come to the existing website. Brigid will send new items to Cindy when she gets them.
4. We went through the site and suggestions were made:
    - Add Town Office page (done)
    - Move Listers from Boards and Committees to Departments (done)
    - Put HR under Town Offices (done)
    - Modify the "We Have a New Website" button, so when a user hits more, they get a message from us about the website being new and let us know if there is a problem (done)
5. Discussed the level of Editors vs. Administrators. Editor role allows full access to the File Manager (all documents and image access). If not very careful, this could be an issue. Liam said he'd be updating the website, and within the website group, we assured him we'd be here to back him up and do whatever is needed until he's got his full job organized. Liam will speak to the Select Board about various volunteers having administrative roles on the website.
6. Looked at various formats and decided we wanted the page to be:
    - Left side Resource Box, Middle: Content, Right: Members/Contact.
7. Discussed the Agendas and Minutes are still being migrated by Revize.
8. Migrating from Zoom to YouTube (Michael BH) should occur, but it takes time to move over. It was agreed this would happen doing the most recent first and working back.
9. Showed Form function to Liam and to town office staff.
10. Discussed Citizen Request Module and it was decided Middlesex did not need that (Cindy notified Revize).
11. Discussed role out. Start with Select Board and move on. Once we get the format fixed as we discussed today, and with the changes, we can start asking people we know to look at it and provide feedback (testers). Roll out can be possibly mid-late October.

12. Ask Revize about scheduled back up schedules (Cindy will).