Website Committee Agenda;

Meeting on October 26, 2026, at 4 PM at the Town Hall.

1. Status of Org to Gov?
2. How to proceed when cut over?

Discussed that Michael BH will contact our existing website vendor about a go live date of 11/12.

Cindy will issue a ticket to Revize of same. (Done)

Middlesex will respond to calls that day with questions, should there be a hiccup in the transfer, but it is felt it should go smoothly.

3. Module – Tables…not robust – FYI **Discussion Tabled for Now**
4. Final tweaks are happening –
    - Fonts - **Waiting for the Revize Change**
    - Turn off "External Site" message that open each time you leave our site **(Done)**
    - Agendas/Minutes: Remove double entries, open docs in a 2nd window rather than same, add wording from "Meeting Passcode" to "Recording Passcode", remove recordings from Open Meeting Law page. **Revize Working**
    - Cleaning up File Manager **Revize**
5. Town Email Usage – ready for website before going live? **Doesn't have to be determined at roll out, as the emails will go to the right place anyway. Liam will provide a list of all those who are "required" to use the Middlesex email and we'll change as appropriate.**
6. Tablet and Phone views - May be nuances depending on device. **Revize did put the left-table view on the bottom of tablets and phone view, which works. If specific other issues, let us know.**
7. Items on website that Town must review and modify **Liam will review the 4 links at the bottom of page for privacy, cookies, etc., and change as appropriate for Middlesex.**
8. What pages should the E-Notify symbol be included on? Right now, we have Select Board minutes and News/Announcements. Are there more? **Cindy mentioned to Liam that he could have a Newsletter within the website which residents could sign up by E-Notify function. It felt all Agendas/Minutes for all committees could have the E-notify as well. Users can select which they want to get notified about. Also, the News/Announcements should have E-Notify.**
9. Maps? -**Susan will ask Dave to go ahead and see if a map could be found like the one in the Middlesex User's Manual.**

10. Images; Suggestions and Ideas welcome. *Could someone organize the suggestions and work on getting images?* **Tabled. We have images now and can be changed anytime.**
11. Testers - **Time for testers. People we know, and Cindy can ask FPF people if anyone wants to test. Liam mentioned Select Board and others. On 10/27,Cindy sent a DRAFT message to be sent to all testers explaining what was needed and where to put it. Cindy mentioned a pie chart was suggested for how taxes were allocated has been suggested and the group thought that was a good idea. Cindy will add it to the Taxes page once in PDF or JPG form. Susan is asking Mark Harris.**
12. Go Live (*Revize Instructions)*. **November 12th.**
13. **Talked about Explore Middlesex page…Added a subpage: Culture and Community which adds to the other pages.**

Testers Instructions (*other instructions?):* We agreed, we should have instructions.

1. Warned ahead…we are still modifying so things may change.
2. Look for content (does it have what you would expect or want), is it laid out for you, etc.
3. Look for incorrect information, misspellings, etc.
4. If any corrections or suggestions, please go to the Website Committee page and input your observations in the form at the end of the page.
5. We may have follow-up questions for you.
6. Thank you!

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.
    a. **Liam/Michael thought the old website could be kept up for a while with the data on it.**
2. Establish a process for residents to make suggestions? **We have the form for now.**
3. Continue discussion of an ongoing website group? **We discussed that the committee might be needed for a year or so.**
    a. Establish a process for ongoing changes to the new website.
    b. Need for Policy on content?
    c. Priority to change requests?
4. Add separate Candidates Page for Website. **Susan begins this process in January. We will create a page under Upcoming Elections, then hide the page when it's not needed. The page will be called Candidate Profile.**