IT Committee Minutes

December 6, 2018

Attending: Erik von Geldern, Mike Gaskin, Tim Pierce, Lisa Wysocki

Meeting opened at 7:05pm.

Website

- What are next steps?
    - Lisa reports: Waiting for vendor to complete changes we've already requested
- Recommendations
    - On the "Online Payments" page https://berlinma.st7.civic-cms.com/home/pages/online-payments add statements that "you are now leaving the Town of Berlin web site"
    - On "Forms and Documents" https://berlinma.st7.civic-cms.com/files add a place where we can include a description of each form (possibly as a tooltip)
    - "Directory" button on the main page links back to the home page, not to https://berlinma.st7.civic-cms.com/contacts-directory
    - On "Forms and Documents" at https://berlinma.st7.civic-cms.com/files want to put forms only for the use of town employees in a space not available to the general public
    - The "Login" button - is that for website admins to change content, or for intranet use by Town of Berlin employees and officers?
    - "Contacts / Hours" and directory links
        - Prefer "Directory" button in middle to be "Directory / Hours"
        - No "Contacts / Hours" tab in middle of page
        - "Directory / Hours" and "Contact Directory" link at bottom should link to the same list (is there a reason these are two different directories?)
    - Search is not working at all (maybe that's not expected to, and that's ok)
    - "News" and "Social Media" distinction is confusing
    - Move "How Do I…?" link to the left side of that menu
- ACTION ITEM: Tim to send recommendations to Chief Galvin

Social Media Acceptable Use Policy

- Tim has had difficulty making progress on his own
- Beth suggests brainstorming at the next meeting

- ACTION ITEM: Everyone to find a social media policy to draw from

Agenda for Dec 20

- Each member looks up an example social media AUP from another town they like and bring it in
- Goals for 2019

Meeting adjourned 8:05pm.