Town of Monkton
Website Policy

Overview

The Town of Monkton maintains a web site for informational purposes only. Since the Town of Monkton is responsible for all content on the website no content will be posted on the website except by authorized authors. In general the website exists to publish documents, events and news of interest to the citizens of Monkton.

Users

There are two types of authorized users of the Monkton website, administrators and authors. **Administrators** have full 'admin' privileges on the website and generally limited to the web master and any assistants that the web master might appoint. Administrators are responsible for updating the functional aspects of website, maintaining email addresses, static pages, user accounts, creating new pages and handling backups.

Authors have more limited access to the web site content. Authors have a user name and password assigned via an administrator and may be given access to a subset of the pages on the website. Authors are responsible for adding and maintaining content in their subsection of the website. This includes the pages, documents, events and posts that they have authored. Authors are expected to limit posts to the Front Page to only items that would be of interest to the Town in general – if in doubt please ask the Town Clerk or one of the web site administrators. In the event an author's password is lost or compromised please inform the web master so a new password can be issued.

Email Addresses

There are two forms of email addresses that should be used for all town business, function emails and individual emails. Every office of the Town of Monkton has a related email, for example TownClerk@monktonvt.com, SelectBoard@monktonvt.com. This allows the citizens to contact that town function directly. In cases where the town office is comprised of a number of individuals, for example the Select Board, then email addressed to the town office is automatically forwarded to all the members of that town office.

All town officers and appointed officials are entitled to a town email address and are encouraged to use it for all town related business. These email will be assigned in the form first initial, last name @monktonvt.com. For example, John Phillips would be assigned an email address of jphillips@monktonvt.com. When the email account is created a default password is generated. If you want to change this password or have lost your password please inform the web master. Town emails should only be used for town business and all email content is assumed to be public record and will be backed up on a regular basis.

Document Formats and Types

The new website incorporates a document management and version control system which allows documents to be added as website content and which tracks revisions to the document over time. Each document is given a persistent URL which can be private, password protected or public. Documents also have a revision history with the option to revert to a previous revision if necessary.

As a general rule, documents should be in pdf format. The PDF format is more universal and is not susceptible to malware. All of the Microsoft Office products (Word, Excel etc) allow for conversion to the PDF format.

To allow for generating automatic lists of common documents, the website also defines certain common types of documents. The currently defined types are Minutes, Forms, Ordinance and Policy. For example, if the current author is 'ANAC' and a new document of type 'Minutes' is created it is automatically added to the list of documents with author 'ANAC' and type 'Minutes' shown on the page ANAC Minutes.

To make documents list is date order it is important to establish a naming convention in which the documents, when listed in alphabetical order, are listed in date order. IT is also important to make your naming convention not overlap with some other groups naming convention. Consider the minutes for the ANAC committee, each set of minutes is given the name 'ANAC Meeting Notes YYYY_MM_DD where YYYY is the year, MM is the numerical month and DD is the numerical day. For example the minutes from the November 2, 2011 meeting are named 'ANAC Meeting Notes 2011_11_02'.

Events

Events are a short way of informing the readers of website of upcoming or important events. Events show up in two places – the 10 closest upcoming events are listed on the right hand side of the web site. All events all placed on the Calendar page. In order to make events easier to find, they have been color coded by categories. There are currently 5 categories of events, Community (purple), Deadline (red), Elections (blue), Meeting (orange) and Sports (green). In addition to categories events have titles, descriptions, start and end times, repetitions, venue names, contact info. Generally, an event should not cover large amounts of time since they will remain on the upcoming events until they expire.

Posts

Posts are a way of publishing news of interest. Authors can add posts with graphics, links to documents. Posts are listed in reverse order of date, in other words the most recent post is at the top of the page. Remember that in publishing a post you are representing the town not expressing your own view. Like documents, posts are sorted by category automatically. Posts with the category of 'Recreation' are displayed on the Recreation page (www. http://monktontest.com/boards-and-committees/recreation-committee/). If you feel that your post is important enough to be shown on the home page then there is an additional category FrontPage. For example, the Recreation might put a post on the Recreation page concerning Little League signups but that probably

doesn't belong on the front page. Conversely, if the Recreation Committee got a grant from the State for ballpark improvements that should probably appear in both the Recreation page and the Front page. There are currently six categories which broadly define where posts can end up, ANAC, Clerk, DRB, FrontPage, Recreation, and SelectBoard.

Tags

In order to make things easy to search, the website also supports tags. By adding tags you make you item easier to search and to categorize.

Backup policy

Because the website content is public record it needs to be backed up periodically. Current policy is to back the web site up annually shortly after Town Meeting.