



Plainfield Town Website Guidelines  
Approved by the Select Board, 11/8/2016

The primary address for the official website of the Town of Plainfield shall be plainfield-ma.us. The alternate address town.plainfield.ma.us will redirect users to the primary address.

The town website is primarily for posting official town information; however the Selectboard will have finally say in what is posted to the website. Town Departments, Boards, Committees, and Officials as officially appointed or elected may submit information for posting.

The selectboard may allow links in separate sections of the website to local non-profit organizations and businesses as a convenience to town residents. Organizations requesting a link must be incorporated in, or for unincorporated organizations have their sole location in, the town of Plainfield.

The number of people with access to upload and edit the website will be a maximum of five (5) and will be appointed by Selectboard. These individuals serve as employees under the direction of the select board and do not represent a public body under the meaning of the Open Meeting Law.

Meeting announcements shall be posted as required by Town By Laws in the official locations. Boards and committees are also required to submit meeting announcements and approved minutes to the website. Normal office hours, meeting times, and locations will be located on the individual web pages for each department, committee, or town official.

The Zoning By Laws, Town By Laws, the minutes of meetings and other documents are for informational purposes only. Official copies must be picked up at the Town Office.

Submission process:

Please allow five business days to post official town events to the calendar.

All submissions shall be made by email to admin@plainfield-ma.us.

All documents must be submitted in text, Microsoft Word or PDF format.

Word documents and text will be converted to a PDF.

Minutes of meeting shall be submitted to the town clerk with a copy to admin@plainfield-ma.us.

Minutes of meeting will be uploaded as submitted, so be sure to check for typos. Person posting will not be checking documents submitted.