

Website Advisory Committee
Meeting Minutes
9:00 a.m., April 30, 2008

Attending: Linda Holiner, Dave Ramsay, Barrie Clough, Donna Simek, Carol Lisbon

Minutes of April 6 were approved.

The title for Energy coordinator derives from SMOC (South Massachusetts Opportunity Council). Therefore, Dave R suggested we keep the name Energy Coordinator for administrative purposes, but list it alternatively on the website as “fuel assistance coordinator.” Actually when I checked the SMOC website, they name the program “Fuel Assistance.”

The Town of Franklin was reported in the Boston Globe to have an award winning website. www.franklin.ma.us. We should check it out.

Both names “Board of Appeals” and “Zoning Board of Appeals” are correct and should be listed on the website.

When we work with the committees, each committee needs to understand that it is their responsibility to provide update information to the website administrator. Also we should provide a cover sheet that states the following procedure for reviewing the committee’s portion of information on website:

1. Committee is to review a hard-copy of web pages and mark it up with changes.
2. Committee chair should sign off on the copy.
3. Committee should provide the web administrator with the hard-copy listing changes for website.
4. The web administrator will post changes on a test website for verification.
5. Committee chair signs off on changes.
6. Changes will be posted on website.

We agreed on the following action items:

1. Make updating the website part of the employee job description.
2. Include updating the website as a responsibility in the committee appointment letter.
3. Include updating the website as a responsibility in document given to new committee members.

We decided to use the template to format information on the website for all committees so the website would be consistent from committee to committee.

Action Items for Next Meeting

Barrie to mark up web pages reviewed for Town Clerk office and give changes to web administrator.

At the next meeting we will review changes to web pages for Town Clerk's office.

Next meeting: May 28, 2008

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Linda Holiner