

Website Advisory Committee
Meeting Minutes
9:00 a.m., April 6, 2008

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

Minutes of March 26, 2008 were approved.

List of Town Organizations

Barrie distributed a list of town committees, boards and organizations for our review. We reviewed the list of Town Offices, which we thought should be renamed to “Town Government.” Other changes to this list include:

- Town Administrator should not be listed as a separate web page, and instead under the Selectman’s office.
- List inspectors (building, electrical, wiring, plumbing and gas) under Building Department.
- List mosquito control under Board of Health.
- List the position of Measurer of wood and bark.
- The Energy Coordinator provides financial help for energy needs. Can we rename it? The website should include a description of what this person does.

Other comments on the town website:

- Include Massachusetts Horticultural Society as part of neighboring resources.
- Include a question about mosquito control in the FAQs.
- Clarify the proper name of the Board of Appeals: Board of Appeals or Zoning Board of Appeals?
- Add a question in the FAQs about how to get a one day liquor license? (Ans: BOS)
- All fees should be listed as current fees rather than by year

Review of Town Clerk Web Page

We reviewed the Town Clerk information on the website, attempting to differentiate between the content and organization. Most of the Town Clerk information is accurate and present but not easy to find. As with many other areas on the site, you can only find the information if you know what you are looking for. This difficulty will be corrected in part by new FAQs.

Linda should get the proper job description from the town code in Chapter 4.

Many FAQs end with a statement to call the Town Clerk with questions. Is this really what we want to say?

In conclusion, we found that reviewing this information takes time. When we meet with the committees, we want to make sure we ask for to get additional information not currently on the site.

Action Items for Next Meeting

1. Dave R to check what jurisdiction of Energy Coordinator. Can we rename it?

Next meeting we will continue to review list of town organizations.

Next meeting: April 30

Meeting adjourned at 10:20 a.m.

Respectfully submitted,

Linda Holiner