

Website Advisory Committee
Meeting Minutes
9:00 a.m., February 27, 2008

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

Minutes of February 13, 2008 were approved as amended.

We noted that the schools are Dover PTO (at Chickering) and DSMS, DSHS are revamping their websites to be more “interactive” and post useful forms for parents.

How to update committee and board members on website:

Committee and Board members fall into 3 categories:

1. Appointed by Selectmen. This occurs in June and list is final shortly thereafter.
2. Elected
3. Appointed by Town Moderator

Barrie and Selectman’s Office have a list of all committee members and can forward these names to the web administrator.

Templates for Committees and Boards

We are still developing a template to help us work with the committees and boards. The templates include the following:

- Contact information will *not* include email addresses of committee chair, except for committees that have a paid administrator, such as Conservation. Email addresses on the website must have a departmental name, such as boh@doverma.org.
- Contact information will include mailing address, phone number and office hours where applicable.
- Whether members are elected or appointed.
- Committee bylaws, where appropriate, to specify the responsibilities and terms of office.
- Section of Town Report that is relevant.

The template will be a Word file and we can request to the committees and boards that their information is returned in Word files.

Committees must approve any changes to their portion of the website.

We might mention that up-to-date minutes are a legal requirement.

We agreed that it would be useful to develop a test case for the template, using the Town Clerk as example.

We can check manually for old files on the website that should be removed. Automated checking would require a design change to the website.

The website administrator will be responsible for keeping information up-to-date.

Action Items for Next Meeting

1. Barrie and Dave Ramsay to ensure that website have current members of all committees and boards.
2. Jeff will continue to develop a prototype of menu system for new website.
3. Linda to find out the file format of the Town Report.
4. Committee to review Carol's letter to committees and boards seeking cooperation for website effort.

Next meeting: March 12.

Schedule for spring meetings:

March 26

April 9

April 30

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Linda Holiner