

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

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

Minutes of December 12, 2007 were approved as amended.

A working list of FAQ's for the website was distributed. Jeff made sure that a new design layout including the FAQ's would be easy to implement in the current website and not violate current coding practices.

A list of emergency information should be prominently displayed on website.

We discussed the advantages of incorporating a search engine, such as Google, within the website. Jeff will research whether Google's search is free for non-profits. It takes several days to set up and minimal time thereafter for maintenance.

Outreach to Committees

We discussed the process of updating the website, where much information comes from the individual town Boards and Committees.

We noted that website users do not know the difference between Boards and Committees. Committees are made up of volunteers whereas Board members are elected. Boards typically have town support or an office. This should be spelled out on website.

In order to make the process as painless as possible for the committees, we thought the website committee could review the information currently on the website. We also wanted to associate each FAQ with the pertinent committee.

No personal emails will be listed for committee members. Emails may be listed for specific town offices and email address should reflect the department name rather than personal information.

Action Items for Next Meeting

1. Correlate each FAQ to town Board or Committee (assignments below):

Dave Stapleton	Board of Health, Planning, Zoning, Historical Commission
Donna	Park & Rec, Library, Schools, Clerk, Police, Conservation
Carol	Highway (transfer station), Cemetery, Board of Selectmen
Linda	Assessor, Cultural Council, Taxes, and other miscellaneous

2. Determine which board or committee is responsible for existing areas on website.
3. Carol to check that the list of Boards and Committees presently on the website is complete.

Next meeting: January 23 at 9:00 a.m.

Meeting adjourned at 10:05 a.m.

Respectfully submitted,

Linda Holiner