

Website Advisory Committee
Meeting Minutes
9:00 a.m., July 16, 2008

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

Minutes of June 18 were approved as amended.

We decided not to send the template to committees as it currently stands. Instead we want to provide a checklist to the committees indicating whether each topic was reviewed and requires changes. Bill thought it easier to make changes to the existing website and defer reorganizing it. The reorganization will be the responsibility of the Advisory Committee, rather than Bill's.

We made several changes to the Advisory Committee letter. This letter will first be sent to the committee administrator and then to committee chairs.

Dave R distributed a signoff form to be used with the committees. This form required one change to indicate when the review was done.

Assignments of advisory committee members to work with committees thus far:

- Carol: COA and Conservation
- Donna: P& R

We will complete assignments at next meeting for all those committees that have administrative offices, which include:

Board of Health, Planning Board, Board of Appeals, Zoning Board of Appeals,
Building Inspector, Assessor, Treasurer

We still need the updated list of FAQs and committees. In the meantime, we can use the latest copy.

Action Items for Next Meeting

- Linda to resend Advisory Committee letter for final review
- Linda to create checklist (from template) for committees to use in updating website
- Dave Ramsay will update signoff form for committees

Next meetings August 6
August 13

Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Linda Holiner