

Website Advisory Committee  
Meeting Minutes  
9:00 a.m., June 18, 2008

**Attending:** Linda Holiner, Dave Ramsay, Barrie Clough, Carol Lisbon, Jeff Seaman

Minutes of May 28 were approved as amended.

Previous action items completed:

- Include updating the website as a responsibility in the committee appointment letter.
- Include updating the website as a responsibility in document given to new committee members.

Dave Ramsay will check that updating the website part of the employee job description.

**Review of new website: design issues**

- General look and feel is great.
- Needs better labels on right-side for links, for example, "Topics on Town Clerk Page"
- Try to format wrapped items in right side box with hanging indents
- Poor printing capability
- Keep fonts (with size and spacing) same as in current site
- Search engine is a valuable addition
- Put breadcrumbs above header, if possible
- Include master FAQ's on right side box with a better title to differentiate them from page-specific FAQs
- Include town phone number in header or footer

**Review of new website: content and wording**

- Use organization on current site for Boards and committee members
- Need to differentiate between Town Code and Job Description. Italicize (or some other format change) to indicate where text is Town Code. Change title to "Responsibilities as described in Town Code"
- Change title of Elections to "Election Schedule and Voting"

Bill can set something up to keep the test website out of search engines.

**Action Items for Next Meeting**

- Bill to make changes to the website available prior to the next meeting. Committee members will review and circulate comments before the meeting.
- Linda to send letter to committees for final review
- Linda to send standard template for committees to use in updating website
- Create signoff form for committees
- Jeff will review website Information that is not related to specific committees and suggest where it might go in the new organization

- Review assignments of Website committee members to committees. List to be circulated before next meeting.

**Next meetings:** July 9, 2008 (Barrie not there)  
July 16 (Jeff not there)

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Linda Holiner