

Website Advisory Committee
Meeting Minutes
9:00 a.m., March 26, 2008

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

Minutes of March 12, 2008 were approved as amended.

There are now two letters we want to send out:

1. One from the Selectmen to the committee and board chairs, introducing the website committee work
2. The other from the Website Advisory Comm. explaining to the committees exactly what the procedure will be

The Web Advisory Committee approved the selectman's letter of March 28. However, we thought that we should delay sending it until the letter from the Website Advisory Committee is ready to be released. That letter won't be ready until we go through the exercise of working with one or two committees as a trial.

Templates for Committees and Boards

Linda started to assemble information on the web for Town Clerk. Getting all the information takes time and is not easy. For this reason, we thought we could stagger which committee to work with. We can rank committees by how often they are accessed on the website: assessor first, then police, etc.

The template serves as a guidepost for the information we are looking for, but is not comprehensive. We thought it would be useful to incorporate a guideline section in the template delineating what information is appropriate for the website. One such issue is whether the committees should list subcommittees, as the Building Committee did.

Action Items for Next Meeting

1. Linda to print out web pages for test case with clerk office.
2. Barrie and Dave R. to check Carol's list of town organizations
3. Dave Ramsay will check on what the position of Energy Coordinator is
4. Barrie and Dave R. continue to review the list of committee members
5. Donna to assemble web information that pertains to the Conservation Commission.

Next meeting: April 9

Meeting adjourned at 9:50 a.m.

Respectfully submitted,

Linda Holiner