

Website Advisory Committee
Meeting Notes
9:00 a.m., September 10, 2008

Attending: Linda Holiner, Jeffery Seaman, Donna Simek, Bill, Carol Lisbon, Barrie Clough
July and August meeting minutes were approved.

Carol reported on her meeting with the Conservation Commission.

We noted the difference between updating the content of the website versus its architecture. Dan can update the content as the changes come in and make them available to committees to review. Updating the look/ architecture with the search functionality is better done all at once, when all the committee work is completed.

Committee assignments:

- Carol: Accounting, BOS, Building Maintenance, Cable TV, Building, ConCom, COA, Treasurer
- Donna: Park & Rec, Animal Control, Board of Fire Engineers, Constables, Ambulance, Police, Fire
- Dave S: Board of Health
- Barrie: Registrar
- Linda: Planning, Cemetery

Schedule for updates:

September	Meet with all committees and start review of website
October	Complete first round of changes
November	Complete checklist with committees

Meeting adjourned at 10:00 a.m.
Next meeting tentatively scheduled for October 8.

Respectfully submitted,

Linda Holiner