

Website Advisory Committee

Meeting Notes

9:00 a.m., February 28, 2008

**Attending:** Linda Holiner, Jeffery Seaman, Dave Stapleton, Carol Lisbon, Bill Clark

January meeting minutes were approved.

Bill presented updated examples of the main menu and Conservation Commission webpages.

The main menu should list the most common topics users would be looking for, such as recreation or meeting minutes, with main topics organized around what functions town citizens need, rather than how the town government is organized. For the working session next time, all committee members should review other towns as a starting point. There should be a limited number of categories on the top menu. Each of these may have subcategories, except the most right menu item as there is no space to scroll right.

The Selectman's meeting agenda should be found easily on main page as should the town calendar and meeting minutes. Town Code and bylaws should be in italics throughout the site.

Each form should include instructions on how to complete the form and where to submit it. These instructions should be on the website as well. In some cases, forms come directly from the Town Code and therefore cannot be changed.

Forms should also include: Department name, town of Dover, date and instructions for their use.

Comments on current website version for Bill:

- Don't include "appointed by " column for employees, only for appointed or elected.
- Updates to Conservation pages are great and the committee made many changes we were looking for.

Action Items:

1. Review other town websites.
2. Speed up work with committees.

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Linda Holiner