

Website Advisory Committee  
Meeting Minutes  
9:00 a.m., January 23, 2008

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

**Note: next meeting is February 13 at 9:00 a.m.**

Minutes of January 8, 200 were approved.

Google Search Engine:

Jeff created a test of Google's search capability. You get a lot of capability for free and it is easy to implement. Jeff will investigate whether it is worth searching subsections.

Americantowns.com:

Although Committee found this website interesting, we concluded that getting the information is the difficult part and the subject that we are presently addressing. In contrast, a new design is easy to implement. Jeff will investigate the site further for additional ideas about layout and organization.

Outreach to committees:

We discussed what we needed to do before visiting the committees. We are still working towards creating a template that we can take to each committee. We want the website to address the function of each committee in addition to the town organization, which can seem daunting. We might want to include an organizational chart on the website. The issue of official and unofficial town organizations was raised again using the example of the Historical Commission (official) versus the Dover Historical Society (unofficial community based).

### **Action Items for Next Meeting**

1. Jeff to add several columns to existing FAQ spreadsheet:
  - a. A column for "work needed" indicating whether the information that exists on the website is adequate and easy to find.
  - b. A column for the town department or committee responsible for the information.
  - c. Include Committee members assigned to each area.
  - d. A starting list of all community organizations.
2. Jeff to create a separate list of all town organizations and departments. Some are not mentioned on the website.
3. Committee members to review their FAQs and add comments on the quality of the information. And complete information on spreadsheet.
4. Correlate each FAQ to town Board or Committee (assignments below):

Dave Stapleton	Board of Health, Planning, Zoning, Historical Commission
Donna	Park & Rec, Library, Schools, Clerk, Police, Conservation
Carol	Highway (transfer station), Cemetery, Board of Selectmen

Linda

Assessor, Cultural Council, Taxes, and other miscellaneous

5. Determine which board or committee is responsible for existing areas on website. More analysis of this text is needed.

**Next meeting: February 13 at 9:00 a.m.**

**Following meeting: February 27.**

Meeting adjourned at 9:50 a.m.

Respectfully submitted,

Linda Holiner