

## Website Advisory Committee

### Meeting Notes

9:00 a.m., March 11, 2009

**Attending:** Linda Holiner, Jeffery Seaman, Dave Stapleton, Bill Clark, Donna Simek, Barrie Clough

February meeting minutes were approved.

Bill distributed a template that we can use when working with the committees and boards. It would also be helpful to show them the working copy of the new webpages, which can be found at [www.doverma.org/wordpress/](http://www.doverma.org/wordpress/)

#### Status reports:

Donna reported:

- Police department has its own website, so should be easy to complete.
- Park and Recreation done, but can't locate.
- Will start working with Fire department, which includes many departments.

Dave has started working with Board of Health, Historical Commission and Warrant Committee.

Bill has completed work on Accounting, Building Maintenance, Building Department, Town Clerk and Selectmen. Conservation Commission is almost done.

Linda is still working with Planning and has yet to start Board of Appeals and Cemetery.

We discussed how to reorganize the main menu bar on the Dover home page, which would also appear on all pages. We referenced a webpage Wellesely's town website as an example of a more functional organization. The main menu bar should have no more than seven topics. Each of these topics but the last can have drop-down (flyout) submenus. The topics for the submenus are the next level of organization.

In the Dover website, many offices listed under Town Offices do not have town offices. We would like a major heading titled Town Government that includes everything under Town Government and Boards and Committees and more.

The Menu bar would include the major topics that lead to all pages included in site.

Suggested menu bar would include:

Town Government, Education, Recreation, Public Safety, Town Services and FAQ's.

#### Action Items:

1. Jeff to mock up new menu bar and see whether we can fit all topics into these categories.

2. Continue work with committees.

Next meeting: 9:00 am, March 25

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Linda Holiner