

Website Advisory Committee

Meeting Notes

9:00 a.m., May 6, 2009

Attending: Linda Holiner, Bill Clark, Donna Simek, Barrie Clough, Carol Lisbon

March 11 meeting minutes were approved.

Bill is working on the new website organization with Jeff.

Previous minutes stated that we would like a major heading titled *Town Government* to include everything under Town Government and Boards and Committees and more. Unfortunately, this topic would include fifty or more subtopics, which is unwieldy.

We debated how to separate Boards and Committees from Town office jobs. We agreed to insert a definition of Boards and Committees – that they are elected or appointed volunteers – whereas Town offices is comprised of employees who work for the Town. The same information will be duplicated on the Residents page, which is organized by function rather than town organization.

Bill would like to go “live” with the new site. He will advise us when he plans to do this so we can review the prototype first and get him the new information we have.

FAQ's will be on the resident's page. An FAQ should exist on when you can burn brush.

We discussed whether the website should provide a calendar of town-wide events. Now the only thing listed on the calendar is meetings. It was suggested that the volunteer organizations submit the events they want posted. Donna will check on the town system that Pattie Oasis created several years ago.

Donna is still working with the Police and Fire Departments to complete their websites.

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

Next meeting: to be decided via email.

Meeting adjourned at 10:00 a.m.

Respectfully submitted,

Linda Holiner