

## Website Advisory Committee

### Meeting Notes

9:00 a.m., January 28, 2009

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

December meeting minutes were approved.

Bill distributed the latest website design, which included many improvements. Some changes were suggested.

The home page organization has not changed. We need to specifically address how we want to label and organize the main drop-down menu that appears at the top of each page. The current organization structure assumes that you understand the difference between a town office and a town committee (for example).

We also need to make sure that we are capturing all the various FAQs that we had on our previous lists, and that each responsible department has addressed any that do not yet have answers on the web site. The FAQs are specific to each subpage. Jeff will keep the list of FAQs. When meeting with committees, make sure to review and augment FAQs. Any changes on original list should be sent to Jeff.

Each web page will have a standard table format for the committee list that shows whether the official is appointed, elected, or works for town and includes term limits.

All town forms posted on website should include Town of Dover in heading, date, and name of department.

Bill would like to change over to the new design as soon as possible to avoid updating two sites at once. Therefore all of us working with committees should finalize their work by February.

#### Action Items:

1. Complete work with boards and committees and send changes to Bill ASAP.
2. Agenda for next meeting is to lay out the home page with all the submenus.
3. Bill to contact ConCom regarding addition of information on their land holdings, Wylde Woods, Center Street corridor, etc., walking trails.

Meeting adjourned at 10:20 a.m.

Respectfully submitted,

Linda Holiner