

Minutes of the Town Web Site Committee

November 18, 2009

Approved 2/24/10

Executive summary:

Contribute training for the FinComm is scheduled. **A link to FinComm information will be added to the left column of the home page** under Important Information. A new “Trash and recycling” link has been added to the left column of the home page to take users directly to this information. The Selectmen’s office is updating information on the Transh and Recycle page. **New links for “Minutes/Agendas” and “Town Hall holiday schedule” will be added to the left column of the home page.** The Selectmen’s Office is updating the list of “Board and Committee Openings”. **Direct links to the Topsfield and MASCO School Committee Agendas/Minutes will be added to their web pages.**

Common Cause will be making their annual E-Government review of town websites in early January. A review of their criteria for E-Government Award with Distinction indicates that we need to add: **Minutes of the 2009 Annual Town Meeting** and missing Selectmen Minutes and Agendas for one year. Other items to be updated include: **E-mail for new school administrators and activating links to Topsfield and MASCO schools on their web pages.** The CalendarScript software used to create the web calendars has to be upgraded to show additional details about entries.

Members present: Bill Whiting, Kim Philpot and Jeanne Pickering

Members Absent: Jeanne Kinhan

Guests: Martha Morrison, Evelyn Hammond

Old Business:

Minutes of September 23 were approved

New Business:

See Executive Summary

The meeting was adjourned at 8:45 PM

The next scheduled meeting is 1/27/2010 at 7:30 pm. in the Town Hall.

Respectfully submitted, Bill Whiting