

**Agenda**  
**Town Website Committee**  
**February 23**  
**2011**

- 7:30 PM open meeting
- Approve Minutes of Oct. 27 and Nov. 17 (No meeting scheduled in Dec. Jan 26 meeting cancelled due to weather.)
- Discuss trial of cable/web notice request for people to submit electronic forms. (Potential for Town Events Sign form and dog license)
- Review plans to prepare a Highlights Report of use of the Town website using Google's Analytics Analysis tools
- Review options to upgrading Contribute software licenses
- Discuss role of Town Clerk, relative to web updates, meeting notices and posting agendas..
- Review MASCO's plans to work with Topsfield cable and web
- Discuss potential web funding
- Discuss Boxford's use of web to buy burning permits
- Update on plans of Common Cause
- Review plans for a Business Survey
- Notify of meeting change – April 27 to April 20
- Sign vouchers