

Minutes of the Town Web Site Committee

August 25, 2010

Approved 10/27

Executive summary:

Sue Winslow will work in the Town Clerk's office. Selected Web update functions will move from the Selectmen's Office (Donna Rich) to the Town Clerk's office (Sue). Functions include: the Town Meeting Calendar, update of committee members and the posting of some meeting agendas and minutes. Web design work such as creating new agenda / minutes pages will be done by the Web Committee. The issue of payments on the Internet has been discussed with Ginna Wilder. The Town Treasurer will be contacted to review examples of these transactions. The issue of collecting residents' E-mail addresses for notification will wait for decisions by the Emergency Communications Center. The issue of Permitting software and forms has been identified as a low priority. The Web Committee will stay involved in there three areas, but will not take the lead. Electronic forms were discussed. 3 challenges exists: signatures, collecting fees and attachments. Prototypes will be developed using the Cable / Web Announcement form and a Conservation Commission form. Kim Philpot will conduct a review of the community pages on the town website and update as needed.

Members present: Bill Whiting, Jeanne Pickering and Kim Philpot

Members Absent: Bob Ogden

Guests: Martha Morrison, Paula Burke

Old Business:

Minutes of 7/28 were approved as written.

Minutes of 4/28 were approved, quorum of those attending meeting was present.

New Business:

See Executive Summary

The meeting was adjourned at 9:35 PM

The next scheduled meeting is 9/22/2010 at 7:30 pm. in the Town Hall.

Respectfully submitted, Bill Whiting