

# **Minutes of the Town Web Site Committee**

**September 23, 2009**

**Approved 11/18**

## **Executive summary:**

A number of new features have been added to the Town Website including: a consistent “look and feel” for Home Page announcements, new calendar formats, a forms library, separate document folders and expanded agendas and minutes of various boards and committees. Training in Contribute software (posting changes to the web) will be conducted for Town Hall personnel. Jeanne Kinhan is working to implement standardized format for forms and the ability to fill out forms “on-line”. Kim Philpot is working to expand coverage for community information. A link to the Fair and the Town Maps will be added to the home page. Plans were discussed to add information concerning the development of the Town budget in preparation for the annual Town Meeting.

Members present: Kim Philpot, Jeanne Kinhan, Jeanne Pickering and Bill Whiting.

Members Absent: None

Guests: Evelyn Hammond, Martha Morrison

## **Old Business:**

Minutes of August 26 were approved as written.

## **New Business:**

See Executive Summary

The meeting was adjourned at 8:45 PM

The next scheduled meeting is 10/28 at 7:30 pm. in the Town Hall.

Respectfully submitted, Bill Whiting