

Final Minutes Accepted- NG, JB, JR 8-5-08

Website Committee Meeting

07/01/08

Present: Norm Gentry, James Bowen, Joanne Randall

Reviewed minutes from last meeting, accepted final minutes

- James has updated the current website with the information from the old site
- Joanne will continue to assist with updating information
- Norm presented some facts about our website, for example in June alone there were 1506 unique visitors to our site, which is an average of 81 people
- Discussion ensued about a possible Virtual Town Office, which would minimize paperwork management and wait lines in the office, and maximize customer service
- Future items discussed also included Calendar Function managed by each department and also combined, additional links under specific dates for forms, maps to locations for meetings, as well as other features

The Committee viewed a number of other municipal websites and discussed using similar options for Epsom.

Action Items:

- Norm will begin contacting departments and training will begin on email
- James will continue to clean up the format of the new site
- Joanne will continue to upload, reformat, and email James final minutes for the new website

The next Website Committee meeting is scheduled for Tuesday, 8/5 at 7pm at the Town Offices.

Meeting adjourned at 8pm.

Respectfully submitted,

Joanne Randall
Website Committee