

Minutes for Ashfield Town Website Committee Meeting
16 November 2010

attending: Charlie Heath, Juliet Jacobson, Paullette Leukhardt, absent: David Kulp

1. September minutes were approved
2. Posting meetings: Paullette continues to post meetings on the online calendar by copying them from the town hall bulletin board. She'll check the bulletin board on Wednesdays and Fridays or Saturdays for new postings. Paullette will contact the Town Clerk and Interim Asst Administrator to see if she can streamline this process. She will also post regularly recurring meetings a couple of months in advance. We decided to table further discussion about posting until our next meeting when David will be there to share the information he's gathered on this topic.
3. Letter to State: Paullette will follow up with SB at this week's SB meeting to make sure they've approved her draft letter. If they have, she'll mail it out directly.
4. Town Clerk and Assistant Administrator pages: Juliet will contact the Town Clerk and get the correct and current hours and job descriptions on these pages.
5. Attachments: Charlie has revised this feature so that attachments are posted directly to the public site.
6. Local Business Listings: we discussed what the guidelines are for including out of town businesses on this page and couldn't decide so we agreed to ask the SB if they have an opinion. Juliet will contact them via email with this question.
7. Editorial Webmaster: we lamented the lack of someone to keep a consistent editorial eye on the website to make sure things are up to date and new info is added. Not sure how to fill this need.