Hampton Town Website Review Committee Meeting
Minutes
Saturday, August 25, 2012
9:00am

Meeting was called to order at 9:10am.

Members present included Mary Oliver, Kris Crawford, Gay Wagner, & Kathi Newcombe
Members absent: Eleanor Linkkila & Donna Tommelleo.

Election of Officers
Mary offered to chair the committee and Kathi offered to perform secretary duties.

Audience for citizens
None.

Review of Website Issues
The committee formed the following partial list of problems/issues needing correction/resolution:

- Summary calendar is missing functionality lost when migrating from list format; it's too hard for the user to determine if a particular location is being used for a specific period of time without going to each individual meeting/event detail page; Google-type calendars also allow view by week and day, and location used to be a filter; this functionality should be restored.
- Documents and forms since moved to the right side of the screen make most screens very long and make it difficult to read the name of the form since it almost always wraps; these should be moved back under main section of Board/Commission pages, and default to collapsed and be made expandable.
- The long description of town departments and commissions makes several screens very long; it should default to collapsed and be made expandable. This change coupled with the collapsing of the Documents & Forms should make everything fit on a page without having to scroll, and any additional information can be had with a single extra click of the mouse.
- The adding of the link on meeting detail page to Board/Commission sometimes interferes with the extra information about a particular meeting; this should be moved to top or should be allowed to dynamically move below the other information, based upon the size of that other information.
- The pictures are not loading properly; it had originally been agreed to have the picture change when the user goes to a different page. Right now, the picture rotates every 10 seconds or so and reloads from the beginning when the page changes.
- On the page listing the Boards and Commissions, clicking on a board name does nothing; it should take the user to the requested Board/Commission page. Only when this is working properly should the drop-down lists be eliminated.
- The "translate this site" at the top of the page forces the user to scroll down to see the essence of each page; it should be moved to the bottom of each page and the "meat" of each page moved to start at the top of the screen.
- New: the "subscribe" functionality should be added to the home page as well as the First Selectman's page.
- New: the committee needs to be able to determine the difference in functionality between "downloads" and "resources." This will determine other possible changes.

- New: add the ability for the maintainer (in this case, Liz as Administrative Assistant) to add categories of download files; e.g. audio minutes).
- The links at the bottom of the page should be fixed to work properly.
- New: the summary calendar page should be opened with the whole calendar showing, avoiding the necessity to scroll down to see the full calendar; add a link for "return to previous page" to the left.

Discuss possible solutions

The committee discussed various possible solutions to some of the problems but determined that it could not recommend any unless more was known about the functionality of the website.

Next steps

The Committee's homework is to find any other problems or issues, changes that were agreed upon but not made, and any other suggestions for improvement to bring to the next meeting. The Committee also discussed what would be a good day and time to allow everyone on the committee to participate fully, yet allow for meeting with town hall personnel during business hours as well as representatives from Quasar and the IT consultant. It was agreed that we would alternate back and forth between weekday mornings and weekday evenings so there was no single day and time that would accommodate all of the above.

The next meeting will take place on Wednesday, September 5th at 9am at the Town Hall.

Audience for citizens

None.

Adjournment

The meeting was adjourned at 9:59am.

Respectfully submitted,
Kathi Newcombe