

Hampton Town Website Review Committee Meeting
Minutes
Tuesday, February 7, 2012
7:00PM

Meeting was called to order at 7:08 by Chair Melanie Johnston.
Members present included Melanie Johnston, Mary Oliver, Kathi Newcombe, Gay Wagner, Kris Crawford, Eleanor Linkkila, & Donna Tommelleo who had not yet been sworn in.

Review & approval of minutes from 1/26/12

Mary moved and Gay seconded to approve the minutes as presented; motion passed unanimously.

Audience for citizens

Donna offered and Melanie accepted to participate in the discussions as a citizen as the meeting proceeded.

Update on suggestions from website and status of notices

Melanie reported that a request for suggestions had been placed on the town website, and one request had been received from Mark Davis, who asked that property maps delineating parcels and their owners be reinstated to the website. It was determined that this information was available (under Resources, Maps) and a link was available from the Assessors' page to the Vision Appraisal website which also had detailed info; Melanie will respond with this information to Mark. Melanie also reported that notices requesting suggestions had been submitted to both the *Hampton Gazette* and the Hampton High Road.

Review/make suggestions for home page

Using a digital projector, the committee viewed the website home page and made the following suggestions:

- Reduce number of pictures on banner to one rotating, in top left corner
- Overlay the title on the picture banner to create more room and make the banner more narrow.
- Move calendar to upper right
- Highlight dates on calendar w/meeting or event in a color to allow the viewer to determine more easily which day has an activity
- Determine if Google calendar can be substituted for the current calendar, to allow easier linkage to specific activity or event as well as direct linkage to page of organization or board holding event or meeting
- Expand use of calendar to other community organizations that could email info about events to website administrator to be placed on calendar
- List of upcoming events should link directly to appropriate board or organization page (bypassing intermediate page) whose minutes & agendas should include dates of upcoming meetings

- Each Board/Organization/Office page should have a short description (all in the same format), a link to FAQs (Frequently Asked Questions) and documents pertinent to that Board/Organization/Office, and a list of agendas & minutes, including upcoming
- The 1st Selectman's name should be on his/her message, and the message on the top of the home page
- Linked email addresses should be hidden
- Employment opportunities should have a link to the job description as well as an online application form
- The list of documents & forms should be categorized by function
- All archived information should be available – minutes for all past meetings including those for committees no longer in existence
- Remove the word “Resources” and substitute “Events” or “Activities”
- It was agreed that Melanie should interview the administrative assistant to obtain feedback and suggestions

Next steps

Each member should look at the websites of a variety of CT towns and come back with suggestions for what seemed informative and user-friendly. The Committee will continue to review pages and make suggestions at the next meeting.

Audience for citizens

None.

Adjournment

Kathi moved and Melanie seconded to adjourn at 8:26pm.

Respectfully submitted,
Kathi Newcombe