

Website Committee Minutes

Jan. 8, 2014
4 PM-5:30 PM

Present: Michelle Warren, Yvette Brown, June Cook & Jean Rabe.

We reviewed the draft of the website committee report for the Town's Report. Michelle asked for people to let her know of any changes, she will send the final copy to Auditors next week.

The committee will work on reviewing the town's website for changes, updates. They will also check out nearby town's websites for ideas.

Michelle, with Carol's assistance, will work on adding the following to the website:

- Income tax section forms, maybe add a page called forms to put many of the FAQ forms on Town Clerks page.
- Somewhere add a link for Front Page Form.
- Add new hours of the Craftsbury Common Post office
- Ask each committee and also the snowmobile club to review their page and get updates.
- Add a page of ordinance and policies, get information from Yvette.
- Update lister page with grand list and current CLA.
- Yvette will work with Michelle on trying to get committee meeting dates on the website.
- Take off general election section on Town Clerk's page
- Add plant sale to the calendar of events.
- Try to get contact people from the Craftsbury Outdoor Center and the school so their events get on the calendar of events.

Respectfully submitted,
Michelle Warren
Website Committee