

Town of Andover
Website Development Committee
Wednesday, June 10th, 2020 at 8:30 A.M.
Location: virtual meeting via Zoom platform

Regular Meeting Minutes

1. Call to Order
Chair Scott Chalfant called the Regular Meeting to order at 8:40 A.M.
2. Roll Call
Members: Chair Scott Chalfant, Vice Chair Amy March, Wendy Kopp, Paula King, Amanda Gibson
Town Administrator: Eric Anderson
Public Participation: Dianne Grenier
3. Public Participation – None.
4. Old Business – None.
5. New Business
Review and discuss the following:
 - a. CMS Update & Timeline
Amanda Gibson provided an update on CMS delay: Design approval paperwork was signed on 4/23/20 and Civic stated they were in the migration stage. Since the committee had not received an update or a live website to view as of the first week of June, Amanda and Paula reached out to the original contact Lucas Clark stating that the town website was being neglected by our project leader. The town received a new contact David Casaceli and Project Leader Lisa Shuster and is moving forward with a newly instated timeline.

Fri 6/5	Designers to initiate website development
Mon 6/8	Project Leader to reach out and provide website link
6/8-6/22	Migration of full website
Wed 6/10	Committee Meeting to review initial draft of live website
Thu 6/18	Training Session with Project Leader Lisa, Amanda, Roberta, Amy, Paula
Tue 6/23	Live Website Ready
6/23-7/7	Staff/committee edits
Wed 7/8	Committee Meeting & Website Launch Day
 - b. Live Homepage & Department Pages
Committee viewed initial design of homepage and department pages. Members discussed various suggestions and edits, agreeing that it is hard to discuss without final live website on 6/23. Members tentatively scheduled a committee meeting on Tuesday, June 30th at 8:30 A.M. pending website edit update.
 - c. Civic Ready Implementation
Amanda Gibson had a phone call meeting with Civic Ready contact Annette Hammons on 6/3 to discuss implementation of notification system. Annette will work with the new Project Leader on embedding the platform on the Subscribe page. Committee agreed on the groups will include Emergency Alerts, Community Events, Boards & Commissions, Town Updates.
 - d. Next Steps
Amanda Gibson to touch base with Project Leader Lisa Shuster to see if edits can be made to the website following 6/23 and prior to 6/30. Committee to review the live website starting 6/23 and provide feedback. Edits decided by the committee members will be made prior to 6/30. Members acknowledged that they will share the live website with the Board of Selectmen for approval prior to launching.

6. Approval of Meeting Minutes

a. Wednesday, April 8th, 2020 Regular Meeting Minutes

Scott Chalfant MOVED to approve the April 8th, 2020 Regular Meeting Minutes

Paula King SECONDED

MOTION CARRIED 5:0:0

b. Thursday, April 16th, 2020 Special Meeting Minutes

Scott Chalfant MOVED to approve the April 16th, 2020 Special Meeting Minutes

Paula King SECONDED

MOTION CARRIED 5:0:0

7. Public Participation

Dianne Grenier made the following suggestions for the new website: add the commission/board titles to the member lists, for Amanda Gibson to look through the CD of photos she provided for a potential homepage cover photo, for the Business Directory to not be hidden on the Economic Development Commission page, to add 'visit Andover Lake' under How Do I?

8. Adjournment

Scott Chalfant MOVED to adjourn the Regular Meeting

Paula King SECONDED

MOTION CARRIED 5:0:0

Chair Scott Chalfant adjourned the Regular Meeting at 10:19 A.M.

Helpfully submitted by Committee Member / Administrative Assistant Amanda Gibson. *Amanda Gibson*

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.