

**Town of Andover**  
**Website Development Committee**  
Wednesday, April 8, 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 8:38 A.M.

2. Roll Call

Members Present: Chair Scott Chalfant, Vice Chair Amy March, Amanda Gibson, Wendy Kopp, Paula King  
Town Administrator: Eric Anderson  
Public Present: Dianne Grenier

3. Public Participation – None.

4. Old Business

a. Discuss Civic Ready success, next steps and goals.

Members discussed the success of the Emergency Alert system currently being used to inform residents of COVID-19 updates. Grateful to have this platform during this unprecedented time.

Committee agreed to the following alert categories for the new website for residents to sign up for:

- Emergency Alerts
- Community Events
- Boards & Commissions

5. New Business

Review and discuss the following:

a. Final mockups from Civic CMS.

Scott Chalfant MOVED adopt the homepage design as presented by Civic CMS.

Paula King SECONDED

MOTION CARRIED 5:0:0

Amanda Gibson MOVED to adopt the department/commission design as presented by Civic CMS.

Wendy Kopp SECONDED

Discussion: Members discussed sending specific feedback to CMS. Scott Chalfant to send the following updates to CMS...documents and forms, contact info for department/commission pages, news and notices, meeting minutes and agendas.

MOTION CARRIED 5:0:0

b. 'How Do I?' tab items.

Amy March drafted the How Do I? header tabs. Scott Chalfant offered to set up the shared Google Docs for the committee to add comments to documents.

Amanda Gibson MOVED to schedule a Special Meeting on Thursday, April 16<sup>th</sup> at 8:30 A.M.

Scott Chalfant SECONDED

MOTION CARRIED 5:0:0

Amanda Gibson to update current website to prepare for transfer of information to the new site.

c. Headers items.

Scott Chalfant provided a document with all header information. Members to decide what is under each header. To review at the next meeting.

- d. Town staff survey results.

Amanda Gibson shared staff survey results. Members to read through and incorporate suggestions.

- e. Draft mailer letter to town residents.

Wendy Kopp to draft the brief blurb to potentially include in the budget info mailer to residents to highlight the new emergency alert system, town Facebook page and the new website coming soon.

6. Approval of Meeting Minutes

- a. Wednesday, March 11<sup>th</sup>, 2020 Meeting Minutes

Amanda Gibson MOVED to approve the Wednesday, March 11<sup>th</sup>, 2020 Meeting Minutes

Scott Chalfant SECONDED

MOTION CARRIED 5:0:0

7. Public Participation – None.

Dianne Grenier: Happy with the committee's approach and thought process. Likes the look of the website mockup. Agrees with shorter updates via Civic Ready's Emergency Alert System via emails, texts and voicemails. Suggested a 'help wanted/volunteer' position on the new website.

8. Adjournment

Scott Chalfant MOVED to adjourn the Regular Meeting.

Amanda Gibson SECONDED

MOTION CARRIED 5:0:0

Chair Scott Chalfant adjourned the Regular Meeting at 10:44 A.M.

**\*PLEASE STAY TUNED VIA OUR TOWN WEBSITE ([WWW.ANDOVERCT.ORG](http://WWW.ANDOVERCT.ORG)) AND FACEBOOK PAGE ([WWW.FACEBOOK.COM/TOWNOFANDOVERCT](http://WWW.FACEBOOK.COM/TOWNOFANDOVERCT)) FOR UPCOMING **VIRTUAL** MEETINGS WITH INSTRUCTIONS ON HOW TO JOIN.**

Helpfully submitted by the Board Clerk/Administrative Assistant, Amanda Gibson. *Amanda Gibson*  
*Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.*