

Town of Andover - Long Term Planning Committee

Monday, March 11th 2019 at 6pm

Firehouse Community Room

MEETING MINUTES

1. Call to Order: Eric Anderson called the meeting to order at 6:18 P.M.

2. Roll Call:

Committee Members present: Eric Anderson (Chairman), Wendy Kopp (Co-Secretary) Ed Sarisley, Elaine Buchardt

Committee Members not present: Ken Marcia, Cathleen Desrosiers, Amanda Gibson (Co-Secretary)

Public Participation: Cathy Palazzi (Senior Activities Coordinator), Dianne Grenier (This n' That enewsletter volunteer), Linda McDonald (Adminstrator's Assistant), Kevin Regan (Andover parent and business owner)

3. New Business:

A. Discuss town's relationship with firehouse's team and community space.

- a. Ron Mike was present to represent the firehouse and explain the various situations that make regular community use of the firehouse challenging:
 - i. **The location of the community room is on the opposite side of the parking lot,** means individuals must cross the fire truck bays to gain access to this space. This causes an insurance issue. Therefore a member of the fire house has to physically BE at any organized meeting creating additional man hours.
 - ii. **To solve this a separate access would have to be created** – For example:
 1. Construct a new parking lot in front
 - a. Construct a new parking lot directly in front of the community room on the left front side of the firehouse.
 - b. Construct a sidewalk along School Road linking the existing parking lot to the new left parking lot so that individuals are not walking directly in front of bays to gain access to the community room door.
 2. Create a separate access along the left from the back parking lot
 - a. Wetlands on left side would require lots of fill (there is a brook at the corner of the dumpster).
 3. Both 1 and 2 would need an approval from a civil engineer – who would take this project on?

B. Discuss current email blast (This n' That) with volunteer Dianne Grenier and how town should proceed to create an official one.

- a. Dianne is ready to pass the torch. The This n' That cannot hand over 600 email addresses to the town, however as the new town website becomes available, Dianne can promote in her newsletter that the town's website is new and compile email addresses for alerts, etc.

C. Discuss the Town Communication Plan (with Linda McDonald, Joe Higgin's Assistant)

- a. Wendy had created a one sheet plan based on prior meeting feedback to what the residents are looking for in a town website.
- b. Linda mentioned there is a new website coming
 - i. It would replace the old one completely
 - ii. It would take about a year to complete as Linda only works 15 hours per week.
 - iii. Currently reviewing website vendors who would create template for website and handle all back end issues. One quote for 4k has been received so far.
 - iv. The new website would have these features:
 1. Each board and commission would have its own page allowing for easy access of information including agendas, minutes, committee contacts and request for volunteer information.

- a. Committee leads would also be able to upload minutes and agendas so easier for Carol Lee and Linda McDonald to not chase.
 - b. Add back the Economic Development information as this page has disappeared from the exiting website
2. Viewers would be able to click on information they want regularly and it would come to them via email as alerts and meeting reminders.
3. Alerts on website would be coded in Red, Yellow and Green to delineate importance.
4. Facebook – could town create a Facebook page?
 - a. Make it informational only, no comments allowed
 - b. Who would manage this? As posts would need to be daily.
5. Guest Kevin Regan made mention of two items to help with marketing:
 - a. Connect to Patch.com a local community web page
 - b. Get CVC to tape our town meetings and show via You Tube link on CVC website
6. The Chairperson of each Board and Commission should submit their contact information and committee members to Linda

D. Discuss 4/4 meeting with senators to discuss town transportation

- a. Eric stated that Robin Green is attending, waiting to hear back from Steve Cusano.

E. Review Community Center space results from Architecture firm

- a. Nothing has come in yet on this front
- b. Curious as to the delay

F. New Meeting date set for 2nd Thursdays of each month, next meeting Thursday, 4/11 at 6pm on Town Hall Community Room

G. Meeting Adjournment:

- a. Motion to adjourn – Eric Anderson at 8:39, Seconded by Ed Sarisley, Motion passed/Unanimous
- b. Minutes submitted by Wendy Kopp, filling in for Amanda Gibson, LTPC Secretary