Town of Andover
Website Development Committee
Town Hall Community Room at 17 School Road, Andover, CT
Wednesday, February 12, 2020 at 8:30 A.M.

Regular Meeting Minutes

1. Call to Order

   Scott Chalfant called the Regular Meeting to order at 8:35 A.M.

2. Roll Call

   Members Present: Chair Scott Chalfant, Secretary Amanda Gibson, Board of Selectman Paula King

   Members Absent: Amy March, Wendy Kopp

   Town Administrator: Eric Anderson

3. Public Participation – None.

4. New Business

   Discuss and act on the following:

   a. Recap of the Wednesday, February 5th Civic Ready virtual meeting.

      i. Representative Annette Hammons provided a presentation to the committee members explaining the mass notifications, training, implementation, support, goals, production and next steps. *Presentation included.

   b. Committee to review website design and layout preferences.

      i. The committee compiled ideas and requests for the website's general layout, headers, etc. Amanda Gibson to send to Miriam Gross the Civic CMS Representative.

5. Schedule the virtual website development meeting with Civic Plus CMS representative

   a. Amanda Gibson invited members to attend the virtual meeting with Miriam Gross on Wednesday, February 19th and Wednesday, February 26th to review the website design. Scott Chalfant to attend the Wednesday, February 19th meeting.

6. Approval of Meeting Minutes

   a. Wednesday, January 8, 2020 Special Meeting Minutes – Tabled until the next Regular Meeting.

7. Public Participation – None.

8. Adjournment

   Scott Chalfant adjourned the Regular Meeting at 10:00 A.M.

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.

Project Kickoff Meeting

Andover, CT

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AGENDA

:::

- Introductions
- Scope of Work
- Implementation & System Goals
- Production Process Overview
- Next Steps

TEAM

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- Implementation Consultant
  - Annette Hammons – hammons@civicplus.com
  - Communication & Coordination

- Support & Development
  - System creation
  - Functionality

SCOPE OF WORK

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- Mass Notifications
  - Unlimited SMS, voice call, email, & social media notifications
  - ESRI integrated mapping tool

- Training
  - Customized training
  - Unlimited access to online Help Center with step-by-step guides & video tutorials

- Implementation
  - Website embed, website materials
  - Customizable sign-up portal

- Support
  - Online support library
  - 24/7 emergency support

- Enhancements

SYSTEM GOALS

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Users	Alert Types	Admins	Groups	Launch
• Imports?	• Routine? • Internal?	• Group? • Senders?	• Default? • Depts?	• Timeline?

PRODUCTION

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NEXT STEPS

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- Mavenlink
  - Join Mavenlink & review project timeline.

- Assessment Form
  - Complete Assessment Form. Due Friday, February 7.

- Training
  - We will schedule specific dates & times.

THANK YOU

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