

**Town of Andover**  
**Website Development Committee**  
Thursday, April 16, 2020 at 8:30 A.M.  
Location: virtual Zoom meeting

Special Meeting Minutes

1. Call to Order  
Chair Scott Chalfant called the Special 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, Ciel
3. Public Participation
4. New Business  
Review and discuss the following:
  - a. Confirm department/commission designs from Civic CMS  
Wendy Kopp MOVED to approve the department/commission design.  
Paula King SECONDED  
MOTION CARRIED 5:0:0
  - b. 'How Do I?' tab items.  
Paula King MOVED to approve the How Do I? items and send to Civic CMS.  
Amy March SECONDED  
MOTION CARRIED 5:0:0
  - c. Headers items.  
Amanda Gibson MOVED to approve the Header items and send to Civic CMS.  
Paula King SECONDED  
MOTION CARRIED 5:0:0
  - d. Town staff survey results.  
Members viewed the surveys from staff and discussed various ways of incorporating the feedback.
  - e. Blurb included in mailer to town residents.  
Wendy shared draft of the blurb. Members discussed including short new website blurb in the upcoming mailer to residents with of FY 2020-21 Proposed Budget information.  
  
Scott Chalfant MOVED to send the items to Civic CMS and give CMS permission to start the new website and transferring content.  
Wendy Kopp SECONDED  
MOTION CARRIED 4:0:0 (Paula King left the meeting at 10:15 A.M.)
5. Public Participation  
Dianne Grenier: Offered to share the Public Library staff survey with the Library Board of Directors to provide more feedback. Members discussed allowing the Librarian to operate the Public Library page on the new website.
6. Adjournment  
Scott Chalfant MOVED to adjourn the Special Meeting  
Amy March SECONDED  
MOTION CARRIED 4:0:0

Chair Scott Chalfant adjourned the Special Meeting at 10:48 A.M.  
Helpfully submitted by Committee Member / Administrative Assistant Amanda Gibson.