

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

Special Meeting Minutes

1. Call to Order

Amanda Gibson called the Special Meeting to order at 8:38 A.M.

2. Roll Call

Members Present: Amanda Gibson, Wendy Kopp, Amy March, Scott Chalfant, Board of Selectmen Adrian Mandeville

Town Administrator: Eric Anderson

3. Public Participation

None.

4. New Business

Discuss and act on the following:

a. Vote on following committee positions-

i. Chair

Adrian Mandeville MOVED to appoint Scott Chalfant as the Chair

Wendy Kopp SECONDED

MOTION CARRIED 5:0:0

ii. Vice Chair

Adrian Mandeville MOVED to appoint Amy March as the Vice Chair

Wendy Kopp SECONDED

MOTION CARRIED 5:0:0

iii. Secretary

Amy March MOVED to appoint Amanda Gibson as the Secretary

Wendy Kopp SECONDED

MOTION CARRIED 5:0:0

b. Vote on website vendor from the submitted proposals

The committee discussed proposals received for website development and mass notification system including Civic Plus, GovOffice and The Computer Company.

Wendy Kopp MOVED to choose and accept both proposals from Civic Plus CMC for the website development and Civic Plus Ready for the mass notification system for the new Town of Andover website.

Discussion:

The committee agreed that the Civic Plus proposals align with the goals of the new town website mission including but not limited to simplification, usability, informative, technologically advanced, etc. In addition, the new website would support important outcome goal of the town's formerly existing Long Term Planning Committee. Civic Plus has a specialty in providing website services for thousands of municipalities including over 100 in the state of CT. Civic Plus includes numerous attributes that are necessary to the success of the new town website including website development, on-site training and continuous support.

Adrian Mandeville SECONDED

MOTION CARRIED 5:0:0

- c. Presentation plans for the Monday, January 13, 2020 Board of Selectmen Regular Meeting

Wendy Kopp MOVED to not present at the Board of Selectmen Regular Meeting

Amy March SECONDED

MOTION CARRIED 5:0:0

5. Approval of Meeting Minutes

- a. Wednesday, December 11, 2019 Special Meeting Minutes

Wendy Kopp MOVED to accept the Wednesday, December 11, 2019 Special Meeting Minutes

Scott Chalfant SECONDED

MOTION CARRIED 5:0:0

Amy March left the Special Meeting at 9:28 A.M.

6. Public Participation

None.

7. Adjournment

Scott Chalfant MOVED to adjourn the Special Meeting

Adrian Mandeville SECONDED

MOTION CARRIED 3:0:1 (Adrian Mandeville abstained)

Chair Scott Chalfant adjourned the Special Meeting at 9:38 A.M.

Helpfully submitted by Committee Member / Administrative Assistant Amanda Gibson.