

Town of Andover
Website Development Committee
Tuesday, June 30th, 2020 at 8:30 A.M.
Location: virtual meeting via Zoom platform

Special Meeting Minutes

1. Call to Order
Chair Scott Chalfant called the Special Meeting to order at 8:40 A.M.
2. Roll Call
Members: Chair Scott Chalfant, Vice Chair Amy March, Wendy Kopp, Admin Assistant Amanda Gibson, Board of Selectman Paula King
Town Administrator: Eric Anderson
Assistant Assessor: Roberta Dougherty
Public Participants: Dianne Grenier, author of This n' That
3. Public Participation
Roberta Dougherty: Suggested to host a photo contest to gather photos for the website and encourage residents to participate.
Dianne Grenier: As the author of the volunteer-run This n' That, she made suggestions for the community events, how to redirect residents to the new website, etc.
4. Old Business
 - a. CMS Update & Timeline
Amanda Gibson: Very pleased with the Project Leader Lisa Shuster from Civic CMS. The town is receiving attention to detail and she is very available for all questions and concerns. All dates and deadlines for training and migration have been met.
5. New Business
Review and discuss the following:
 - a. CMS Training
Admin Assistant Amanda Gibson, Assistant Assessor Roberta Dougherty, Librarian Amy Orlomoski and Board of Selectman Paula King attended a training session with Project Leader Lisa Shuster on Thursday, June 18th.
 - b. Live Website
Amanda Gibson: Provided an update on the website migration phase.
As of 6/23, all pages had been migrated. As of 6/30, the minutes and agendas pages were migrated to lessen the posting overlap prior to the launch date.
 - c. Civic Ready Implementation
The system has been embedded onto the website. Committee to test the platform to ensure it is working properly. Goal is to direct residents to the new website to sign up for the 4 notification categories: Emergency Alerts, Town Updates, Community Events, Boards & Commissions.
 - d. Next Steps
The launch date is scheduled for Wednesday, July 8th! The committee Regular Meeting is scheduled for that morning. CMS is ready to switch the website that afternoon.
6. Public Participation
Dianne Grenier: Suggested adding a Freedom of Information Act (FOIA) link, and informing Rivereast of the launch date.
Roberta Dougherty: Great job to the committee for their time and effort!
7. Adjournment
Scott Chalfant MOVED to adjourn the Special Meeting
Amy March SECONDED
MOTION CARRIED 5:0:0
Chair Scott Chalfant adjourned the Special Meeting at 10:20 A.M.

Helpfully submitted by Committee Member / Administrative Assistant Amanda Gibson.