



Town of Burlington

WEBSITE DESIGN COMMITTEE REGULAR MEETING August 15, 2023

A meeting of the Website Design Committee was held on Tuesday, August 15, 2023. Committee members present were Craig Morrell, Bryan Cassidy, Daniel Cooper, Mark Nezas and Christa Ronalter. Absent from the meeting was JP Parente and Selectman David Goshdigian.

1. Call Meeting to Order:

Chairman, Craig Morrell called the meeting to order at 6:37 PM. Vice Chair Cassidy, made a motion, seconded Cooper to approve the minutes from June 20, 2023, regular meeting.

2. Discussed Insight Gathered by Current Provider:

There was a brief discussion on the website analytics data that was run from 2020-2022. Ronalter stated that CivicPlus asked the Town to hold off any redesign until the Drupal 9 upgrade was completed for our Town website. CivicPlus stated it would be roughly about 9 months but would contact the Town when the timeline is finalized.

3. Draft 5 Collective Change Requests for Home Page:

Vice Chair Cassidy handed out a draft memo of recommendations for the Board of Selectman and discussion was had.

- Reformat Primary Navigation Bar
- Consolidate "Quick Links" Button & Shortcut Right Pane
- Evaluate "Agenda Center" Module
- RFP & Bid Module
- Volunteer Openings on Boards & Commissions

4. Draft a Cost Estimate from Provider:

Discussion was had and Ronalter will reach out to CivicPlus regarding an estimated cost based so far on our draft recommendations.

5. Public Comment:

There was no public comment.

6. Adjourn:

There being no further business, Morrell made a **Motion**, seconded Cooper, and passed unanimously to adjourn the meeting at 7:29pm.

Respectfully submitted,
Christa L. Ronalter, Secretary