



## Town of Burlington

### WEBSITE DESIGN COMMITTEE REGULAR MEETING June 20, 2023

A meeting of the Website Design Committee was held on Tuesday, June 20, 2023. Committee members present were Bryan Cassidy, Daniel Cooper, Mark Nezas, J.P. Parente and Christa Ronalter. Absent from the meeting was Craig Morrell.

#### 1. Call Meeting to Order:

Vice Chair, Brian Cassidy called the meeting to order at 6:31 PM. Vice Chair Cassidy, made a motion, seconded Cooper to approve the minutes from March 29, 2023, regular meeting.

#### 2. Discussed Website Analytics Data:

There was a brief discussion on the website analytics data that was run from 2020-2022.

#### 3. Define Required Elements on the Home Page:

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

#### 4. Discuss the Current Home Page:

Discussion was had regarding the removal of tabs/buttons, reorganizing the layout of the homepage and adding a footer.

#### 5. Determine Questions for Civic Plus:

- What are the billable hours or package price?
- What modules are used for the calendar page?
- Adding the option of (ical, google buttons) on the calendar page for the ability to added to personal phones?
- Difference between the Calendar Page verses Agenda Center?

#### 6. Adjourn:

There being no further business, Cassidy made a **Motion**, seconded Parente, and passed unanimously to adjourn the meeting at 7:37pm.

Respectfully submitted,  
Christa L. Ronalter, Secretary