

VIRTUAL MEETING

**Call to Order:**

The virtual meeting of the Town Seal Review Committee was called to order by Karen Van Welden-Herman at 5:02 p.m. on February 21, 2024.

Roll Call: Elaine Clements – Present, Andrew Flanagan – Present, John Hess – Present, Melissa Litton – Present, Austin Simko – Present, Karen Van Welden-Herman – Present.

Also present were Director of Communications Phil Geoffroy and Legal Administrator Kathryn Forina.

**Review of Revised Town Seal Design**

Ms. Van Welden-Herman stated that she had reviewed the revised Town Seal Design in regard to color refinement with Mr. Geoffroy. Mr. Geoffroy stated that the revisions will be minor, and he expects a more vibrant draft to be available by the end of the week.

**Select Board Meeting Presentation**

The Committee their presentation before the Select Board for the review of the warrant article. The Committee will be asking the Select Board to recommend Town Meeting approval of the article. Ms. Van Welden-Herman suggested that their presentation follow the model of the presentation that was given at the January 10<sup>th</sup> community forum. Mr. Flanagan stated that the Committee will have 10-15 minutes to present to the Select Board. He offered to give the introduction and inform the Board of the Committee's work thus far. He noted that the most impactful part of the presentation will be Ms. Clements providing the history of the seal. Ms. Van Welden-Herman noted that Ms. Clements should be prepared to stop and answer questions as the Board has them. Mr. Simko suggested that the presentation leave an ample amount of time for questions.

Mr. Hess asked if the Select Board will give their endorsement. Mr. Flanagan stated that the Committee will be asking the Select Board to recommend Town Meeting approval of the article. He anticipated that this would be on the Select Board's agenda of March 4<sup>th</sup>. Mr. Hess stated that the final design should be printed in the Finance Committee Report.

**Discussion of Community Outreach / Community Forums**

The Committee agreed to a date of March 28<sup>th</sup> for their next community forum at Memorial Hall Library. Mr. Flanagan suggested that the Committee also hold an information session at the Robb Center at lunch time. He added that this article will be included for discussion at the Town's annual Town Meeting Preview Night.

Mr. Flanagan informed the Committee that they will have 5 minutes at Town Meeting to make their presentation. He suggested that 3 out of those 5 minutes should be Ms. Clements reviewing the history of the seal.

**Meeting Minutes**

On a motion by Mr. Hess seconded by Mr. Simko the Committee approved the meeting minutes of February 1, 2024.

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Roll Call: Elaine Clements – Yes, Andrew Flanagan – Yes, John Hess – Yes, Melissa Litton – Yes, Austin Simko – Yes, Karen Van Welden-Herman – Yes. Motion Passes Unanimously (6-0).

**Adjournment:**

On a motion by Mr. Flanagan seconded by Mr. Simko the meeting was adjourned at 5:23 p.m.

Roll Call: Elaine Clements – Yes, Andrew Flanagan – Yes, John Hess – Yes, Melissa Litton – Yes, Austin Simko – Yes, Karen Van Welden-Herman – Yes. Motion Passes Unanimously (6-0).

Documents: Town of Andover Seal Concepts Comparison Presentation  
Draft Meeting Minutes of February 1, 2024