**Harwich Voter Information Committee**

**Wed., September 28, 2022 at 4 pm**

Small Hearing Room, Harwich Town Hall

732 Main St., Harwich MA 02645

**DRAFT Minutes**

1. **Call to Order**: Chair Emily Milan called the meeting to order at 4:01 pm.
Present: In addition to the Chair, members Joy Jordan and Tricia Murray were present.

1. **Vote to Approve Minutes of July 27, 2022**:
The motion by Joy Jordan and seconded by Emily Milan to approve the July 27, 2022, minutes was passed unanimously.
2. **Public Comment**: There were no members of the public present.
3. **Old Business**:
	1. **Info Sheets: One page voter outreach documents**
		1. **Voter Registration**: The Committee reviewed the final draft and approved it for distribution and posting
		2. **VIC general info**: The Committee reviewed the final draft and approved it for distribution and posting
		3. **How to join boards and committees**: The Committee reviewed the final draft and approved it for distribution and positing.
		4. **Signing up for news and alerts**: tabled until next meeting. Emily and Jamie Goodwin of Channel 18 continue to work on this Info Sheet.

The Committee discussed where to display and distribute the Info Sheets. Tricia will upload the sheets to the website, and share with the Chamber of Commerce and The 204. Emily will print the Info Sheets, and display them at the library. She will also share with the Town Clerk’s Office and the Council on Aging. Joy will print and post the Info Sheets at the grocery store, post office and Community Center.

* 1. **Town Meeting 101**: **Discuss format, timeline and assign tasks**. Committee placed this program on hold for now. No action at this time.
	2. **Community Preservation Act/Community Preservation Committee FAQ- discuss format, timeline and assign tasks:** Committee placed this program on hold for now. No action at this time.
	3. **Municipal Finance 101:** Tricia confirmed the link is on the VIC webpage, but it’s not of the best quality. Emily advised Jamie Goodwin of Channel 18 will update the link.
	4. **Municipal Bootcamp - postponed until 2023**. Committee placed this program on hold for now. No action at this time.
	5. **Newsletter** – No action at this time; will approach Town Admin after more of the department head positions are filled.
		1.
1. **New Business**
	1. **Annual Meeting with the Board of Selectmen on October 24th**

Emily shared her draft report for the Board of Selectmen on October 24th. Joy and Tricia reviewed and revised the draft report.

1. **Other**: Within the draft report to the Board of Selectmen, Emily tendered her resignation from the Voter Information Committee as of October 25th. She thanked the Board of Selectmen for the opportunity to serve, as well as the members of the Voter Information Committee. Joy and Tricia thanked Emily for her service. The Committee discussed the need for at least one new member to satisfy quorum requirements. Due to Emily’s pending resignation, the Voter Information Committee will hold a Special Meeting on October 24th at 5:00 pm in the Small Hearing Room.
2. **Upcoming Meetings/Events**: Special Meeting on October 24th at 5:00 pm in the Small Hearing Room.
3. **Adjournment**After a motion by Joy which was seconded by Emily and approved by all, the Chair adjourned the meeting at 4:21 pm.

Respectfully submitted,

Tricia Murray, Clerk