**Harwich Voter Information Committee**

**Wed., July 27, 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 2:02 pm.
Present: In addition to the Chair was Joy Jordan. Tricia Murray attended the meeting remotely through Go To Meeting.

1. **Vote to Approve Minutes of June 22, 2022**:
The motion by Joy Jordan and seconded by Tricia Murray to approve the June 22, 2022, minutes was passed unanimously.
2. **Public Comment**: There were no members of the public present.
3. **Town Clerk Presentation**: Town Clerk Emily Mitchell shared information regarding the 2022 election calendar, as well the **Special Town Meeting** on September 27, 2022. Clerk Mitchell discussed the recently enacted VOTES Act which makes voting by mail a permanent option and the recent State mailing to all registered voters relating to the VOTES Act. She also encouraged citizens to visit the Town Clerk’s website, <https://www.harwich-ma.gov/town-clerk> to stay current on important dates and initiatives. The Voter Information Committee agreed to share the Special Town Meeting date and publish the warrant when available. The VIC also agreed to share the 2022 election dates. NB: Clerk Mitchell stayed for the rest of the meeting.
4. **Old Business**:
	1. **Info Sheets: One page voter outreach documents**
		1. **Voter Registration**: Tricia presented her draft of this one-pager and suggested adding the QR code provided by the Sec. of State to this document as well as to the VIC website
		2. **VIC general info**: Emily presented her draft and the Committee updated the language relating to this Committee being non-partisan and providing information relating to town elections. [**Query - this being the case, should I remove the 2022 election calendar from website as it relates to state elections?]**
		3. **Signing up for news and alerts**: tabled until next meeting. Emily will speak with Jamie Goodwin about the process. Emily will also check on a paper system used by the Council on Aging for those who do not have the ability to register online.
		4. **How to join boards and committees**: Tricia presented her draft and no changes were made.
		5. **Graphics**: Joy shared 3 potential layouts for the one page outreach documents incorporating different elements, color schemes and fonts. The Committee decided on the font and color scheme. The Committee discussed whether “Learn About” is the best lead-in for each document.
	2. **Town Meeting 101**: **Discuss format, timeline and assign tasks**. Due to the Special Town Meeting scheduled for September 27, 2022, the Committee determined it would not be feasible to hold this event in September/October as hoped. Instead, the Committee will plan on holding Town Meeting 101 in early 2023 and focus on doing outreach relating to the Special Town Meeting topics including changes to the Monomoy School Regional Agreement and Water/Waste Water. Emily will reach out to Dan Pelletier.
	3. **Community Preservation Act/Community Preservation Committee FAQ- discuss format, timeline and assign tasks:** The Committee discussed topics to be covered in a “Meet the CPA/CPC” event, including: “what are the funds”; “how are they allotted (buckets)”; “how are they administered”; “role of CPA/CPC”; . The Committee will attend the August 11, 2022 CPA/CPC meeting to ask what areas they would like the Committee to highlight. The Committee will focus on the CPA/CPC in general, as opposed to specific funding for FY23, so the information will be evergreen.
	4. **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.
	5. **Municipal Bootcamp - postponed until 2023**. Next step is to create an outline of the program in the fall of 2023 for FY 2024.
	6. **Newsletter** – No action at this time; will approach Town Admin after more of the department head positions are filled.
		1. **Municipal Bootcamp –** Emily’s conversation with BOS liaison to VIC, Mary Anderson was positive and elicited support.
	7. **VIC Meeting times and locations for FY23 committee meetings** – Emiy will check on availability of the small conference in Town Hall for FY23. Members prefer later in the afternoon.
5. **New Business**
	1. **Annual calendar- review and discuss**: Emily will update the Committee calendar based on today’s discussions, as well as the dates provided by the Town Clerk. Committee discussed changing the November date, which falls on the day before Thanksgiving, as well as the December date. Committee decided to move the November meeting to either 11/16 or 11/30, depending on room availability, and will keep the December date as scheduled.
	2. **Special Town Meeting- October 2022**: As noted above, the confirmed date for the Special Town Meeting is September 27, 2002. The Committee will share informative reminders about the Special Town Meeting.
6. **Other**: Emily and Tricia attended the recent Open Meeting Law training session offered by the Town and its counsel, Attorney Janelle M. Austin. The session was recorded and Joy will watch the recording once it is posted.
7. **Upcoming Meetings/Events**: See discussion under **6.a.**

1. **Adjournment**After a motion by Joy which was seconded by Tricia, the Chair adjourned the meeting at 4:59 pm.

Respectfully submitted,

Tricia Murray, Clerk