

Harwich Voter Information Committee
Wed., May. 25, 2022 at 2 pm
Channel 18 Studio, Harwich Community Center
100 Oak St., Harwich MA 02645

Minutes

Approved June 22, 2022

1. Call to Order: Chair Emily Milan called the meeting to order at 2:02 pm
Present: In addition to the chair were Christina Joyce, Joy Jordan, and Trish Murray.
Absent: Pamela Groswald.

2. Vote to Approve Minutes:

The motion by Joy Jordan and seconded by Trish Murray to approve the April 6, 2022 minutes passed unanimously.
The motion by Joy Jordan and seconded by Trish Murray to approve the April 13, 2022 minutes passed unanimously.
The motion by Joy Jordan and seconded by Trish Murray to approve the April 20, 2022 minutes passed unanimously.
The motion by Joy Jordan and seconded by Trish Murray to approve the April 28, 2022 minutes passed unanimously.

3. Public Comment: There were no attendees.

4. Old Business:
 - a. **Review of April Programs and Annual Town Meeting –**
 - i. **Candidates Forum:** committee members' comments included positive feedback from attendees for the Town Clerk forum and brief interviews with unopposed candidates. The forum seemed a bit short and might have benefitted from additional time and questions.
 - ii. **Other programs –** might consider greater publicity for the Warrant Review, Financial State of Harwich, etc.
 - iii. **VIC Table at Town Meeting –** will pursue this idea with Moderator Michael Ford and include one-page handouts on such topics as how to introduce self when speaking, time limits,

5. New Business:
 - a. **Town Election Results:** 10,525 registered voters/ 1,962 votes cast for an 18.6 percent turnout.
 - b. **Discussion re: future programming and voter outreach efforts**
 - i. **Town Meeting 101 –** work with Moderator Michael Ford to tape an overview in the fall. Chris Joyce will distribute draft brochure, A Guide to Town Meeting, to committee members.
 - ii. **Municipal Finance 101 –** Will ask Channel 18 to play this program early in the budget cycle

- iii. **CPA/CPC Articles** - VIC might consider adding more special programs especially for complicated Charter and Bylaw changes and CPA/CPC articles
 - iv. **Newsletter** – Chatham produces one weekly; VIC will keep this on the agenda for the fall.
 - v. **Citizens Academy** – VIC proposed a 6+ week program based on the Barnstable model a few years back to Administration. While well received, the project stalled due to employee turnover, COVID-19 and became “Know Your Town” podcasts. The committee will work on a proposal this summer. Marblehead also has a similar program called “Municipal Boot Camp” that has been successful.
 - c. **Discussion re: potential meeting times and location for FY23 VIC meetings:**
Emily will pursue scheduling meetings in the small conference room in Town Hall to be more convenient for the Town Clerk and Town Administrator to attend. Preferred time appears to be 4pm.
6. **Other:**
- a. **Committee Handbook** - VIC will contact Administration to suggest including a section on the budget cycle in the revised handbook.
 - b. **Public Comment** - Chris noted that a recently posted committee agenda appeared to set requirements that anyone wishing to speak during public comment submit those comments to the committee prior to the agenda being posted. This issue might also be addressed in the Committee Handbook.
 - c. **Committee members thanked Chris for her 9 years on VIC;** she is not seeking re-appointment.
7. **Upcoming Meetings/Events – Voter Information Committee Meeting June 22, 2022 @ 2pm.**
8. **Adjournment** - After a motion to adjourn by Joy Jordan which was seconded by Trish Murray, the chair adjourned the meeting at 3:00 pm.

Respectfully submitted,

Christina A. Joyce, Clerk