

**VOTER INFORMATION COMMITTEE
NOVEMBER 18, 2015
MINUTES**

Members Present: Chris Joyce, Chair
 Peggy Rose, Clerk
 Tina Games
 Emily Milan
 Joanne Rys

I. Call to Order

The Chair called the meeting to order at 5:35 PM.

II. Approval of Minutes

Ms. Rys moved to approve the minutes of the meeting of October 21, 2015 as written; Ms. Games seconded; motion carried unanimously with one abstention. Ms. Milan was not present at the meeting so she did not vote.

III. Committee Handbook Status

Ms. Joyce reported there was no new information to report. Update of handbook is still supposed to be finished by Thanksgiving.

IV. Citizens Leadership Academy

The committee reviewed Ms. Milan's draft of the executive summary to be presented to the Town Administrator. Several changes were made and Ms. Milan will prepare another draft. The committee anticipates presenting the executive summary to the Town Administrator late in the winter.

V. Web Page Update

Ms. Milan will be setting up a Voice Thread video tutorial on the town's website which will show how to sign up for email alerts.

VI. Other

Ms. Joyce hopes that the taping of the boards and committees program will take place on December 3 or 4. It was suggested that she contact Sandy Robinson in the Selectmen's office advising her of the program and ask if there is an updated list of committee vacancies.

The committee will not hold a meeting in December.

VII. Adjourn

There being no further business, the Chair adjourned the meeting at 7:00 PM.

Respectfully submitted,

Peggy Rose
Clerk