

**Harwich Voter Information Committee  
Wednesday, June 24, 2020 – 5:00 PM**

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Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Town of Harwich Voter Information Committee on June 24, 2020 at 5pm will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of Harwich website, at [www.harwich-ma.gov](http://www.harwich-ma.gov). For this meeting, member of the public who wish to watch the meeting may do so in the following manner on Channel 18 or by watching the simulcast at:

**<http://harwich18.dyndns.org/cablecast/public/Live.aspx?ChannelID=1>**

**No in-person attendance of members of the public will be permitted**, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of Harwich's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

- I. CALL TO ORDER: Roll Call**
  
- II. COMMITTEE REORGANIZATION**
  
- III. PUBLIC COMMENT**

**IV. OLD BUSINESS**

1. **Approve minutes: November 21, 2019, January 22 & January 28, February 11, February 26 and March 10.**

**V. ADJOURN**

**Christina Joyce, Chair**

**Posted: Town Clerk  
Date:**

*Per the Attorney General's Office: The committee may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business." If you are deaf or hard of hearing or a person with a disability who requires an accommodation, contact the Selectmen's Office at 508-430-7513.*

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**Harwich Voter Information Committee  
Brooks Free Library  
739 Main Street, Harwich Center  
5:00 pm, Thursday, November 21, 2019**

I. **CALL TO ORDER** - Chair Joyce called the meeting to order at 5:02 pm. Peg Rose and Emily Milan were present; Pam Groswald was absent.

II. **PUBLIC COMMENT**- There was no public comment.

III. **OLD BUSINESS**

1. **Approve minutes: October 23, 2019** - Ms. Rose made a motion to approve the minutes of October 23, 2019 as written. Chris Joyce seconded and the motion passed unanimously.
2. **VIC Vacancy Recruiting** - There was no update at this time.
3. **Civic Engagement programming with Brooks Free Library**
  - a. **Topics and draft questions for presenters** - Ms. Milan presented the committee with a draft presentation slideshow including the 4 questions each department would be asked to answer.
  - b. **Confirmed Schedule and presenters** - The committee reviewed a draft schedule for the series and discussed groupings for each session. The Chair will work on a formal invitation to be presented to the BOS and Department heads. Ms. Milan will follow up with Channel 18 Director Jamie Goodwin to confirm the ability to borrow a camera and film the series.
4. **VIC Programs – scheduled rooms and dates**- Chair Joyce confirmed that rooms had been booked for upcoming events as follows:
  - a. Financial State: Tuesday 4 /7/2020 from 8:45-10 am
  - b. Warrant Article review: Tuesday 4/22/2020 from 8:45-10:15am
  - c. Candidates Forum: Tuesday 5/12/2020 from 5:30-8pm Note: The Candidates Forum conflicts with a Planning Board meeting and will likely need to be rearranged, The Committee discussed other possible dates. The Chair will reach out to reschedule.

IV. **NEW BUSINESS**- There was no new business at this meeting.

V. **OTHER**- No other topics were raised at this meeting.

VI. **ADJOURN** - There be no further business Ms. Milan made a motion to adjourn. Ms. Rose seconded and the meeting was adjourned at 5:32 pm.

Respectfully Submitted,

Emily Milan  
Clerk



**Harwich Voter Information Committee**  
**Brooks Free Library, 739 Main Street, Harwich Center**  
**5:00 pm, Thursday, January 22, 2020**

I. **CALL TO ORDER** - Chair Joyce called the meeting to order at 5:02 pm. Ms. Groswald and Ms. Milan were present; Ms. Rose was absent.

II. **PUBLIC COMMENT**- There was no public comment.

III. **OLD BUSINESS**

1. **Approve minutes: November 21, 2019**- Approval of the November minutes was deferred to the next meeting. Ms. Groswald made a motion to approve the minutes of January 14, 2020. Ms. Milan seconded and the motion passed unanimously.
2. **VIC Vacancy Recruiting** - There was no update at this time.
3. **Know Your Town: Civic Engagement program update** Ms. Milan is collecting information on availability from various department heads and will work on completing the schedule in the next week.
4. **VIC Programs – scheduled rooms and dates**- Ms. Milan will work on flyers to advertise other upcoming programs as well as updating as well as updating the information posted on the VIC webpage.

IV. **NEW BUSINESS-**

1. **Local election vacancies:** The Chair read a list of vacancies as posted in a recent Cape Cod Chronicle article.

V. **OTHER**- No other topics were raised at this meeting.

VI. **ADJOURN** - There be no further business Ms. Milan made a motion to adjourn. Ms. Groswald seconded and the meeting was adjourned at 5:25 pm.

Respectfully Submitted,

Emily Milan, Clerk

**VOTER INFORMATION COMMITTEE  
MEETING MINUTES**

**Brooks Free Library  
Tuesday, January 28, 2020**

- I. **CALL TO ORDER:** The Chair called the meeting to order at 2pm. Members present were: Christina Joyce, Margaret Rose, and Emily Milan. Ms. Groswald was absent.
  
- II. **CIVIC LEARNING SERIES:** The following staff from Brooks Free Library participated in *Know Your Town* series: Emily Milan, Virginia Hewitt and Jennifer Pickett. They discussed how the library is funded, what services are provided and how residents can volunteer. The panel also fielded questions.  
  
Emily Milan demonstrated how to sign up for Town boards/commissions/committee agenda and minutes. This program was taped and will be broadcast on Channel 18.
  
- III. **ADJOURN:** The chair adjourned the meeting at 2:50.

**Respectfully submitted,**

**Christina A. Joyce, Chair**

**VOTER INFORMATION COMMITTEE  
MEETING MINUTES**

**Brooks Free Library  
Tuesday, February 11, 2020**

- I. **CALL TO ORDER:** The Chair called the meeting to order at 2pm. Members present were: Christina Joyce, Margaret Rose, and Emily Milan. Ms. Groswald was absent.
  
- II. **CIVIC LEARNING SERIES:** The following Department Heads participated in *Know Your Town* series: Jamie Goodwin – Channel 18; Emily Mitchell – Council on Aging; and Carolyn Carey – Community Center. Each discussed how her department is funded, what services are provided and how residents can volunteer. The panel also fielded questions.
  
- III. **ADJOURN:** The chair adjourned the meeting at 2:55.

**Respectfully submitted,**

**Christina A. Joyce, Chair**



**Harwich Voter Information Committee  
Brooks Free Library  
Thornton Room  
739 Main Street, Harwich Center  
Wednesday, February 26, 2020  
Meeting Minutes**

- I. **CALL TO ORDER:** The Chair called the meeting to order at 5:05 pm. Present were: Chris Joyce, Pam Groswald and Peg Rose. Absent was Emily Milan.
- II. **PUBLIC COMMENT:** There was no public comment.
- III. **OLD BUSINESS**
1. *Peg Rose moved to approve the February 25<sup>th</sup> minutes with a second by Pam Groswald. The motion passed unanimously. The Committee deferred approval of the following minutes because of absences: November 21, 2019, January 22 & January 28, and February 11.*
  2. **VIC Vacancy Recruiting – The Chair will contact various residents for recommendations.**
  3. **KNOW YOUR TOWN** - Civic Engagement, *Know Your Town*, program update: Dan Pelletier and Linc Hooper's presented well prepared information to the 32 attendees. Next program on March 10 will be by the Finance Director, Assessor and Treasurer.
  4. Other VIC Programs:
    - a. Reviewed Griffin Room reservations, dates and times.
    - b. The committee reviewed the proposed "Save the Date" correspondence for the Financial State of Harwich and agreed to its content.
    - c. Also reviewed the draft Warrant Articles and which department heads and committee chairs should be included in the Pre-Town Meeting program.
    - d. Reviewed vacancies and candidates who have taken out papers in preparation for the Candidates Forum on May 12.

IV. **NEW BUSINESS**



**1. Budget meeting and warrant progress:** The joint Fin Com and Board of Selectmen meeting with Department Heads is March 7.

V. **OTHER:** Pam Groswald will check if a prior program re: preparing for Town Meeting can be added to Channel 18's programming.

VI. **ADJOURN:** The Chair adjourned the meeting at 5:45.

**Respectfully submitted,**

**Christina A. Joyce - Chair**

**HARWICH VOTER INFORMATION COMMITTEE  
MEETING MINUTES**

**Brooks Free Library  
2pm  
Tuesday, March 10, 2020**

- I. **CALL TO ORDER – Meeting was called to order at 2:00 pm.**  
**VIC members in attendance:** Chris Joyce, Emily Milan, Peg Rose and Pam Grosword.
  
- II. **CIVIC LEARNING SERIES – Know Your Town**  
Voter Information Committee member and Brooks Free Library Assistant Director, Emily Milan, led the discussion with Finance Director, Carol Coppola; Assessor, Donna Molino; and Treasurer, Amy Bullock as they described their departments' responsibilities, funding and challenges before an audience of approximately 20 attendees.  
  
This program was taped for broadcasting on Channel 18 and YouTube.
  
- III. **ADJOURN:** The meeting was adjourned at 2:35 pm.

**Respectfully submitted,**

**Christina Joyce**