

Harwich Voter Information Committee
Wed., Sept. 28, 2022 at 4 pm
Small Hearing Room, Harwich Town Hall
732 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Vote to Approve Minutes of July 27, 2022.
3. Public Comment
4. Old Business:
 - a. Info Sheets: One page voter outreach documents- review and approve
 - i. Voter Registration (T. Murray)
 - ii. VIC general info (E. Milan)
 - iii. Signing up for news and alerts (E. Milan)
 - iv. How to join boards and committees (T. Murray)
 - b. Town Meeting 101- discuss format, timeline and assign tasks
 - c. CPA/CPC FAQ- discuss format, timeline and assign tasks
 - d. Municipal Finance 101-
 - e. Annual calendar- review and discuss
 - f. Special Town Meeting- October 2022
5. New Business
 - a. Annual Meeting with the Board of Selectmen
6. Other
7. Upcoming Meetings/Events
 - a. Voter Information Committee Meetings
 - b. Special Town Meeting- October 18, 2022
8. Adjournment

Authorized posting officer

Posted by

Emily Milan

VIC Chair

Town Clerk's Office

** 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 are a person with a disability who requires an accommodation, contact the Selectmen's Office at 508-430-7513.*

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.
2. **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.
3. **Public Comment:** There were no members of the public present.
4. **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.
5. **Old Business:**
 - a. **Info Sheets: One page voter outreach documents**
 - i. **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
 - ii. **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?]**
 - iii. **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.
 - iv. **How to join boards and committees:** Tricia presented her draft and no changes were made.
 - v. **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.
 - b. **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.

- c. **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.
 - d. **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.
 - e. **Municipal Bootcamp - postponed until 2023.** Next step is to create an outline of the program in the fall of 2023 for FY 2024.
 - f. **Newsletter** – No action at this time; will approach Town Admin after more of the department head positions are filled.
 - i. **Municipal Bootcamp** – Emily's conversation with BOS liaison to VIC, Mary Anderson was positive and elicited support.
 - g. **VIC Meeting times and locations for FY23 committee meetings** – Emily will check on availability of the small conference in Town Hall for FY23. Members prefer later in the afternoon.
6. **New Business**
- a. **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.
 - b. **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.
7. **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.
8. **Upcoming Meetings/Events:** See discussion under 6.a.
9. **Adjournment**
After a motion by Joy which was seconded by Tricia, the Chair adjourned the meeting at 4:59 pm.

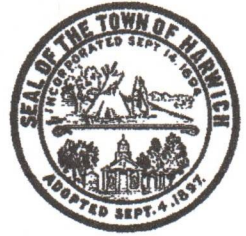
Respectfully submitted,

Tricia Murray, Clerk

OFFICE OF THE SELECTMEN

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732 MAIN STREET, HARWICH, MA 02645



TO: Bikeways Committee, Board of Appeals, Board of Assessors, Brooks Free Library Trustees, By-Law Charter Review Committee, Capital Outlay Committee, Cemetery Commission, Community Center Facilities Committee, Community Preservation Committee, Council of Aging, Finance Committee, Golf Committee, Harwich Cultural Council, Harwich Energy and Climate Action Committee, Historic District Historical Commission, Recreation and Youth Commission, Traffic Safety Committee, Voter Information Committee, Youth Services Committee

FROM: Board of Selectmen

DATE: September 20, 2022

RE: 2022 Annual Meeting with the Board of Selectmen

Dear Chairman and Members:

In accordance with Harwich Home Rule Charter, Chapter 7, Section 2-3, each board, commission and committee shall meet annually with the Board of Selectmen for the purpose of discussing accomplishments and future plans.

Your committee is scheduled to meet with the Selectmen at their meeting on October 24, 2022.

The Chairman of your committee is requested to be in attendance on the above date. The Vice Chair may attend in the absence of the Chairman.

Please prepare a written summary of the following items:

- Brief Highlight of last year
- List of Committee Members
- Organization of Committee: Chair, Vice Chair, etc.
- Are you posting Agendas and Minutes? Last date of Minutes posted?
- Are members sworn in and State Ethics testing up to date?
- Does your Committee charge need review/updating? If so, thoughts to what needs addressing.
- What does your Committee need: assistance/support, finding members
- Member attendance/absences

These written summaries will need to be provided to the Town Administration office one (1) week before your meeting date. If you have specific items that you would like to speak in regards to, there will be a 3-5 minute discussion period during the meeting. The Board of Selectmen will read and review your report prior to your presentation, please plan to only review bullet points at your presentation. We look forward to meeting with you.

<http://www.mass.gov/ethics/>