

**Voter Information Committee  
Virtual Meeting via Go to Meeting  
2:00 pm, Wednesday, January 27, 2021**

**DRAFT MINUTES**

- I. **CALL TO ORDER** - Chair Joyce called the meeting to order at 2:00 pm. Pam Groswald, Peg Rose and Emily Milan were present.
- II. **PUBLIC COMMENT**- There was no public comment.
- III. **NEW BUSINESS**- There was no new business.
- IV. **OLD BUSINESS**
  1. **Revamp Know Your Town**- Ms. Milan proposed that the committee move the program to a podcast platform using the library's podcast. This would allow remote recording at the convenience of all involved rather than a set schedule for live events. Indicating that one drawback was the inability of community members to actively participate through a question and answer period, Ms. Milan suggested that the committee collect questions ahead of time. The committee agreed to review and provide feedback on Ms. Milan's proposal and draft email to department heads, which will be provided to committee members via email, by Tuesday, February 2nd.
  2. **Review status of Spring Programs** -
    - a. Financial State- 4/6- The Chair reported having spoken to Channel 18 Manager Jamie Goodwin to discuss the logistics of filming Spring programs under the current pandemic restrictions. It is likely that this program will have to be filmed one on one in the Channel 18 studio rather than as a panel event as in years past.
    - b. Warrant Review- 4/20- Chair Joyce reported that the warrant review could be a panel discussion of 4 and filmed in the Griffin Room as planned.
    - c. Candidates Forum- 5/11- The Chair indicated that she would send an updated list of vacancies to committee members and suggested that this program move forward with a one on one format filmed in the Channel 18 studio. The committee discussed the possibility of limiting the forum to only contended races but did not reach a consensus. This matter will be revisited in a future meeting.
    - d. How to prepare for Town Meeting Brochure- The Chair reported that the draft of the brochure was ready and would be distributed to

committee members. She will await feedback before discussing next steps.

- e. Possible program with Capital Outlay and CPC- Ms. Groswald indicated that she is still waiting for a response from Mr. Ford to determine what topic might be most appropriate.

- 3. **Update VIC webpage-** Ms. Milan reported that she had removed the 2020 election information and voting calendar and had updated the committee's meeting time as well. She will discuss the need to re-record and update the walkthroughs of signing up for announcements, agendas and minutes with Ms. Goodwin next week and report back at the next committee meeting.

- V. **OTHER-** The Chair will be distributing the Conflict of Interest training and paperwork, She asked that committee members return the paperwork to her so that she can copy and compile the files to be turned over to the Town Clerk. The deadline for this training is April 9, 2021.

- VI. **ADJOURN -** There being no further business, Ms. Rose made a motion to adjourn. Ms. Groswald seconded and the meeting was adjourned at 2:20 pm.

Respectfully Submitted,

Emily Milan  
Clerk