## **Electronic Communications for Town Meeting Members**

**Please let us know** if you would like to be added to the improved Public Contact by Email list and publicly viewable AmherstTownMeeting Google group by replying to TownMeeting@amherstma.gov. See below.

## 1. Revised! Public Contacting Town Meeting Members via Email www.amherstma.gov/ContactTM

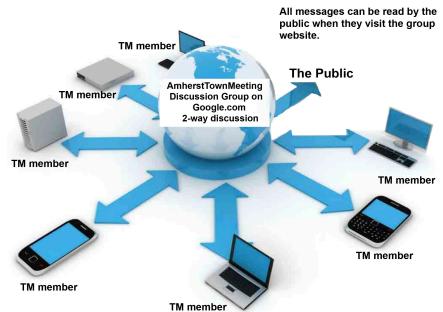
The very popular method for the public to contact TM members via email is being restored with a few changes. We appreciate the feedback we received and think we have addressed the issues raised. We strongly encourage all Town Meeting members with email to join this list.

- Only current TM members who opt in will be included.
- TM members' email addresses will not be revealed unless you respond to the individual letter writer. If you do respond, only the original sender will receive your email.
- When a resident clicks on the link for their precinct # for example
   <u>Precinct#@amherstma.gov</u>, a form will appear for the person to type in Name, Street
   Address, Email Address, and Comments, then press Submit. Precinct number and phone number fields are optional. After submitting the sender will receive an automatic message indicating whether the message was successfully received.
- Use of a form should reduce the number of emails received. Participants cannot use "Reply All" or send to more than one precinct at a time. Town Meeting members cannot use the precinct address as if it were a listserv and resulting in overloaded mailboxes.
- Town Meeting members will automatically receive an email from <a href="mo-reply@amherstma.gov">no-reply@amherstma.gov</a> with the email from the public.
- Please opt in by Thursday April 6 so we can have this option functioning by April 10.
   Send TMCC an email at <u>TownMeeting@amherstma.gov</u> with your name, precinct number, and preferred email address for receiving messages from the public.

## 2. New! TMCC's AmherstTownMeeting Discussion Group on Google https://groups.google.com/forum/#!forum/AmherstTownMeeting

Many Town Meeting members like to participate in or just read emails discussing articles to be decided at Town Meeting. All messages sent on this listserv can be viewed by the public on the group website.

Any <u>current</u> TM member can join and post messages on the group by sending an email to <u>TownMeeting@Amherstma.gov</u>. Please specify that you want to join the <u>Discussion Group</u> in your email. We are developing a FAQ file (Frequently Asked Questions) that will be sent to members upon joining the group.



## 3. TMCC Informational Listserv

This one-way informational listserv is used for all TM members to receive emails about Town Meeting, dates, TMCC events, motion sheet, rebroadcast times, etc. To join, email TMCC at <a href="mailto:TownMeeting@Amherstma.gov">TownMeeting@Amherstma.gov</a>.