



Town & School Meeting Committee Agenda

Tuesday, December 9th, 5:30-6:30pm

Putnam's Vineyard, 188 S Main St Suite 110, White River Junction, VT 05001

1. Call to Order
2. Order of Agenda
3. Committee Member Introductions
4. Elect Committee Officers
5. Overview Committee Responsibilities
 - a. Town Meeting Cycle Events
 - b. Group Working Agreements
 - c. *Appendix A: Open Meeting Law (OML) Need-To-Knows*
6. Review Town Meeting Cycle Dates
 - a. *Appendix B: 2026 Town Meeting Cycle Dates*
7. Overview Detailed Responsibilities & Align on Next Steps
 - a. Appendix C: [2026 Hartford TSMC Summary File](#)
8. Schedule Next Meeting(s)
9. Adjourn



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Appendix A: Open Meeting Law (OML) Need-To-Knows

Compiled by Committee Member Ally Tufenkjian

Meetings:

- Regular meetings must be warned at least 48 hours in advance.
- Remote access is not required by OML; meetings can take place in-person without offering remote access. However, a resident could request remote access to specific meetings.
- Members are allowed to attend meetings remotely.

Minutes:

- Must be taken at every public meeting.
- Must indicate (1) the members present; (2) active participants; (3) motions, proposals, and resolutions made, offered, and considered, and what disposition is made of the same; (4) the result of any votes taken; and (5) a record of individual votes if a roll call is taken.
- Must be posted within 5 calendar days of the meeting.

Digital Communications:

- Members may communicate with a quorum of members to schedule meetings.
- Members may cc a quorum of members on “info only” emails to share key documents etc., as long as other members do not reply to a quorum of members to initiate a “discussion.”
- Committee members cannot reply to a quorum of members addressing business matters or making committee decisions as this would constitute a “meeting.”

Beware Reply-All!

- Quorum: A majority of the members of a public body, calculated by counting the number of total positions on a board or committee, regardless of any vacancies or recusals.
- A quorum of members cannot simultaneously edit a shared document such as a Google doc as this would constitute a “meeting.”

Resources:

- [Vermont League of Cities & Towns Open Meeting Law](#)
- [Vermont League of Cities & Towns Quick Guide](#)
- [Vermont Statute 1 V.S.A. § 312](#)
- [Vermont Agency of Administration Open Meeting Law Overview](#)



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Appendix B: 2026 Town Meeting Cycle Dates

Per John Haverstock's email dated 11/25/25:

- Warrant Information Night: Monday, January 12 at 6:00 pm at Town Hall, Room 1
- Budget & Candidates Night: Monday, February 23 at 7:00 pm at the High School Auditorium
- Town and School District Meeting: Saturday, February 28 at 10:00 am at the High School Auditorium
- Voting Day: Tuesday, March 3 from 7:00 am to 7:00 pm at the High School Gymnasium