



Town & School Meeting Committee Agenda

Wednesday, December 17th, 5:30-6:30pm
Hartford Town Hall, Room 317
171 Bridge St, 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