



## Town & School Meeting Committee Minutes

Wednesday, December 17th, 2025 from 5:30-6:30pm  
Hartford Town Hall, Room 317  
171 Bridge St, White River Junction, VT 05001

### Attendees:

- **Committee Members:**

- Kim Souza, Chair - *(Town Appointed. 2 Year Term 4/01/25 – 3/31/27)*
- Becky Chollet, Vice Chair - *(Town Appointed. 3 Year Term 11/12/25 – 11/11/28)*
- Ally Tufenkjian, Clerk - *(School Appointed. 2 Year Term 11/19/25 – 11/18/27)*
- Jason Hill - *(School Appointed. 3-yr Term 11/19/25 – 11/18/28)*

- **Community Members:** None

### Agenda & Minutes:

#### 1. Call to Order (5:33)

#### 2. Order of Agenda (5:34)

- a. Added Brainstorming/Other Business to item 7.

#### 3. Committee Member Introductions (5:35)

- a. Members shared their name, pronouns, why they applied for this committee, and any special skills/talents they can offer to this work.
  - i. Ally Tufenkjian (she/her), wants to help folks access information and bring some joy to the democratic process and Town Meeting Cycle. It's not just a civic duty to show up to, but something folks can get excited about. Previously served on the Selectboard and has project management and community engagement experience.
  - ii. Jason Hill (he/him), Ecologist and Faculty at UVM. Has two kids at White River School. Him and his wife run the garden at the school. He has volunteered with Lisa and Chuck in various capacities. Wants voting to be a day of celebration.
  - iii. Becky Chollet (she/her), Naturopathic doctor. Passionate about the democratic process and making it as clear, accessible, and welcoming as

possible. Would like to bring more joy; celebrating Hartford. Could do a “Citizen of the year,” “Volunteer of the year” etc. at the floor meeting.

- iv. Kim Souza (she/her), local retailer. Wants to bring joy and celebration, and to lift up the process.

#### **4. Elect Committee Officers (5:40)**

- a. Discussed how to organize committee roles. Decided it would be helpful to designate an individual person in each role of Chair, Vice Chair, and Clerk.
- b. Motion: Ally motioned to elect Kim Souza as Chair, Becky Chollet as Vice Chair, and Ally Tufenkjian as Clerk. Becky seconded. The motion passed unanimously.**

#### **5. Overview Committee Responsibilities (5:45)**

- a. Town Meeting Cycle Events
  - i. Reviewed language in [Town Charter](#) of responsibilities.
  - ii. Discussed how the committee’s role is to help augment statutory responsibilities of Town Meeting Cycle; helping to coordinate and facilitate.
  - iii. Agreed to list what committee duties are and ask Town and School for confirmation.
  - iv. Clarification needed about if this committee has any small tasks on Voting Day, such as snacks/food for volunteers.
  - v. Reorganizing the task list will be important.
- b. Group Working Agreements
  - i. Members discussed Pet Peeves, “Yes, Please”, and how they like to give/receive feedback to set a foundation for working together.
    - 1. Ally: Pet Peeve - saying “this is the way it’s always been done.” Yes, Please - Creativity. Give/receive feedback - timely and directly. Be kind and not nice.
    - 2. Kim: Pet Peeve - being unprepared. Yes Please - good ideas and willing to actualize them. Give/receive feedback directly.

- 3. Becky: Pet Peeve - when folks step forward to do something and then drop the ball. Yes Please - creative ideas and follow through. Give/receive feedback - In person right after the meeting is helpful.
- 4. Jason: Pet Peeve - still thinking about this. Yes, Please - benefit from working with specialized people. Taking advantage of individual talents and expertise and being able to trust each other. Give/feedback instantly and timely.
- c. *Appendix A: Open Meeting Law (OML) Need-To-Knows*
  - i. Document available in agenda for future reference.

## **6. Review Town Meeting Cycle Dates (6:05)**

- a. *Appendix B: 2026 Town Meeting Cycle Dates*
  - i. Document available in agenda for future reference.

## **7. Overview Detailed Responsibilities & Align on Next Steps (6:15)**

- a. Appendix C: [2026 Hartford TSMC Summary File](#)
  - i. Reviewed [staff and committee responsibilities file](#) Town staff provided Kim.
  - ii. Kim will write committee summary for Town Report.
  - iii. Agreed it would be helpful to reconfigure the excel sheet of tasks to be arranged by event.
  - iv. Town staff largely has things covered for this year. Committee will share preliminary checklist with staff and confirm which tasks staff have already completed and what they would like the committee to do this year.
  - v. Ally and Jason will reorganize this [2026 Hartford TSMC Summary File](#) by event before next meeting. Jason will organize Warrant Information Night info and Ally will organize Budget & Candidates Night and Town & School Meeting Day info.
  - vi. Becky will fine tune to a simplified and legible checklist to share with Town staff for their review, and to confirm which tasks they have already done and what the committee will take on.
  - vii. Goal to send checklist to staff before the end of the year.

**b. \*Added during Order of Agenda: Brainstorming/Other Business**

- i. Ally asked the group if they were supportive of doing the Voter Guide, which she worked on independently last year. The group agreed it would be great to do. Ally will add the Voter Guide to the checklist of tasks that gets sent to staff to confirm the committee can do this and any necessary parameters.

**8. Schedule Next Meeting(s) (6:56)**

- a. Next meeting Dec. 30th, 3:30 - 5:00pm

**9. Adjourn (6:58)**

- a. *Motion: Jason motioned to adjourn. Becky seconded. The motion passed unanimously.*

## 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](#)

## 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