



Town & School Meeting Committee Minutes

Tuesday, December 30th, 3:30-5pm
Hartford Town Hall, Room 312
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 (3:35pm)

2. Order of Agenda (3:36pm)

- Added approving meeting minutes from the previous meeting to first order of business.
- Discussed the need to clarify term dates of members; Kim will follow up with School and Town.
- Motion: Becky made a motion to accept the meeting minutes for 12/17/25. Jason seconded. The motion passed unanimously.***

3. Review & edit [Group Working Agreements](#) draft (3:41pm)

- Committee reviewed them and appreciated them. Discussed what it means to be “kind, not nice” and Ally elaborated.

4. Review & edit [Town Report annual committee update](#) draft (3:43pm)

- Discussed removing the term dates and just listing members’ names.
- Becky asked about aligning the name of the committee with the Town Charter to “School and Town Meeting Committee.” Adding this to the next agenda. Kim will follow up with staff before next meeting.
- Talked about doing a group photo to add to the report.



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- d. Ally suggested adding in one sentence about the committee's excitement to make the Town Meeting Cycle joyful and accessible for the community.
- e. Kim will follow up with Town and School staff, School Board and Selectboard Chair to ask about the process for aligning the committee's name with the Charter language. If it is an easy switch, we will pursue this year, but if it's more complex, the committee will table for next year.
- f. Pending these updates, Kim will submit the Annual Report to the HR Director.
- g. Jason suggested noting progress and ownership of this task to task list spreadsheet.

5. Review & edit Committee Responsibilities list & [spreadsheet](#) drafts (4:01pm)

- a. Also reviewed Becky's synopsis of [checklist](#) for staff.
- b. Talked about the best way to track progress with the spreadsheet. Agreed to be tracking progress on tasks on each individual event tab and to keep the ALL TASKS tab for reference.
- c. Jason will review ALL TASKS tab to make sure each event tab has all responsibilities represented.
- d. Becky talked about changing the names/positions of those in the Primary Contacts column.
- e. Jason will take a first pass at changing the Primary Contacts column.

6. Coordinate presentation of list(s) to town staff for review (4:26pm)

- a. Confirm overall list of allocated responsibilities
 - i. Committee will await staff's feedback on Becky's synopsis of task checklist.
 - ii. Kim will follow up with staff regarding the Voter Guide about 1) if this committee can take on that initiative and 2) if so, how the committee and staff should collaborate on related tasks.
 - iii. Becky suggested looping in the School District to send out via newsletter etc. to get questions for candidates.



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- iv. Request would be that the committee provide content and town and school staff help publicize and promote via listserv, newsletter, social media, etc.
- b. Confirm which tasks town staff have completed for the 2026 Town Meeting Cycle and what is expected of the committee for this year.
 - i. Pending reply from staff after the holidays. Will discuss at next meeting.
 - ii. Will also review parameters for Voter Guide.
 - iii. Committee will edit the CONTACTS tab after Jason adjusts the tasks spreadsheet.
 - iv. Becky suggested we ask staff both what has already been done and what they'd like the committee to pick up.
 - v. For next year, the goal is for the committee to have more clarity on what it is holding more autonomously.
 - vi. Ally asked about Coffee With Committees and if we want to pursue that again this year.
 - vii. Becky suggested we put planning for Budget & Candidates Night, Town Meeting Day, and Voter Guide on our next agenda.

7. Schedule Next Meeting(s) (4:58pm)

- a. Wednesday, January 14th from 5:30-7pm.
- b. Ally will email Lana to request a room when she sends these meeting minutes.

8. Adjourn (5:07pm)

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