



Town & School Meeting Committee Minutes

Monday, February 9th, 6:15pm

Hartford Town Hall, Room 2

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 – 03/31/28*)
- 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 (6:23pm)

2. Order of Agenda (6:24pm)

- a. Suggestion to add a Public Comment / welcome community members section to future agendas.
- b. Suggestion to add debrief about Town Meeting Day engagement survey results to the last agenda item.

3. Approve 02.05.26 Minutes (6:27pm)

- a. ***Motion: Becky motioned to approve the 2/05/26 meeting minutes. Kim seconded. The motion passed unanimously.***

4. Updates on any Town Meeting Day event activities (6:28pm)

- a. Choir availability
 - i. They are available. Could ask them to perform at 10am when the warned agenda begins. Need to confirm arrival time with the choir so they can set up in advance.



Town & School Meeting Committee Minutes

- ii. School vacation timing is a challenge. It might be late this year. Kim will follow up about if the school vacation timing will be a challenge in the future.
- b. Food options
 - i. No responses from three PTOs.
 - ii. Booster Club can't do it because it's not in the gym where their setup is. Booster Club person will reach out to Glee Club and Theater Club to see if they're available.
 - iii. Global Citizens and Student Council might not have capacity, but will keep us posted.
 - iv. Alumni Association is meeting tonight and will let Becky know.
 - v. Bugbee does a bake-off. Perhaps they'd be willing to participate.
 - vi. If no one comes through, this might turn into a snack break that we bring items to.
 - vii. Students are not allowed to make meals. They can only do bake sales or packaged food.
 - viii. We could also order pizzas.
 - ix. Decided we won't make lunch a main part of the event this year, but we could have an informal snack/coffee break.
- c. Childcare opportunities
 - i. Parks & Rec can do a 10-12pm session for 16 kids @ \$10 per child.
 - ii. Kim will follow up with Pars & Rec to confirm. If they have the capacity, we will try it this year. The committee would help promote.
- d. Committee responses
 - i. Heard back from the Conservation Commission; most members said they were unavailable.
 - ii. Matt Osborn and Jo-Ann Ells who liaise for multiple committees said they would reach out. No update yet.
 - iii. Sister Cities is interested. Jason will follow up with them about if they would want to sell any food.



Town & School Meeting Committee Minutes

- e. Candidate responses
 - i. Ally invited candidates to Town Meeting Day lunch/snack time when she sent out info about the Voter Guide. No responses from candidates yet.
- f. Event schedule:
 - i. 10am Choir
 - ii. 10:15 Robert's Rules with Chuck
 - iii. 10:30 School Presentation
 - iv. 11:00am Break
 - v. 11:15 Town Presentation
 - vi. 12pm End
- g. For this year, let's follow a more traditional schedule. Any groups could still do a bake sale etc. during a brief break and at the start of the event.
- h. Ally will make a Canva graphic and listserv friendly communications with a more detailed schedule.
- i. Kim will send Ally info about Parks & Rec offering when confirmed.

5. Status update for Voter Guide (7:21pm)

- a. After candidates' responses are received and the website is ready, Ally will post to listserv and send to Town & School communications staff, Vital Communities, JAM, Bugbee, VNews, Daybreak, etc.
- b. Becky suggested offering a printed version and QR code for the guide. She will investigate how to do this.

6. Status update for committee checklist (7:26pm)

- a. John will arrange event setup with Jeff Hall. Kim will write back to confirm to go ahead.



Town & School Meeting Committee Minutes

- b. Committee will distribute town reports. Could we make a QR code for the digital version? When Ally replies to Paula's email about delivering Town Reports, she will ask.

7. Promotion plans for Budget & Candidate's Night (7:36pm)

- a. Ally will ask Town and School communications staff what publicity they are already planning and ask how the committee can support.
- b. Personal dissemination through our networks would help as well. Other committees could help get the word out, too.

8. Town Meeting Day engagement survey results (7:40pm)

- a. Tabled for future meeting.

9. Schedule Next Meeting(s) (7:41pm)

- a. Wednesday, Feb. 18th at 5:15pm

10. Adjourn (7:45pm)

- a. ***Motion: Ally motioned to adjourn. Kim seconded. The motion passed unanimously.***



Town & School Meeting Committee Minutes

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](#)



Town & School Meeting Committee Minutes

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