



Town & School Meeting Committee Minutes

Wednesday, February 18th, 5:15pm

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 – 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 (5:21pm)

2. Welcome Community Members (5:22pm)

- a. None

3. Order of Agenda (5:23pm)

- a. No changes.

4. Approve 02.09.26 Minutes (5:24pm)

- a. ***Motion: Jason motioned to accept the 2/09/26 meeting minutes.
Becky seconded. The motion passed unanimously.***

5. Update on logistics & schedule for Budget & Candidate's Night + Town Meeting Day (5:25pm)

- a. QR code flyers and Town & School Meeting Day flyers are printed to distribute with hard copies of Town reports.
- b. Can print more QR code flyers for Town Report and Voter Guide to share around town.



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- c. John DeGange is great for A/V, but will need another option if John can no longer do this in future. He'll arrive 90 minutes prior to each event.
- d. The calendar on the town website has the incorrect time for Budget & Candidates Night nor does it include the agenda. Jason will reach out to Town.
- e. Henry Hazen emailed the committee to ask if write-in candidates could be included in Budget & Candidates Night. Town Moderator said not formally, but anyone in this position can let Chuck know that they'd like to give a brief informal introduction at the event.
- f. Maybe this can be revisited next year and included on the warned agenda so all potential write-in candidates are aware.
- g. Kim can be at Budget & Candidates Night at 5:30pm to observe set up. Ally and Jason will join between 5:30-6pm.
- h. Committee will post up in the auditorium lobby with a station of reports, flyers, etc.
- i. Monday, Feb. 23rd is a school holiday so setup has already started early.
- j. Kim will also print the Parks & Rec youth programming flyers.
- k. Class of 2028 selling baked goods, coffee, and water for Town & School District Meeting Day. Set up in the lobby.
- l. Parks & Rec will greet registrants in the cafeteria and bring youth to the Middle School for programming. Town & School are promoting.
- m. Kim has confirmed School Choir.

6. Status update for Voter Guide (5:30pm)

- a. Voter Guide is online and circulating.
- b. Becky has made a printed copy to distribute with Town reports.

7. Status update for committee checklist (5:40pm)

- a. Distributing Town Reports



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- b. About 15 or so (some may ask for more) Town Reports are delivered to each of these locations (Printed Voter Guides & Town Reports):
 - 1. Bugbee Center: Ally
 - 2. Quechee Library: Becky
 - 3. Wilder Library: Ally
 - 4. West Hartford Library: Becky
 - 5. Hartford Library: Jason
- ii. Also deliver copies of the Town Report and flyers to the schools:
 - 1. Ottaquechee: Becky
 - 2. Dothan Brook School: Becky
 - 3. White River School: Jason
 - 4. High School: Kim
 - 5. Middle School: Kim
 - 6. Wilder School: Ally
- iii. Copies are made available at Budget and Candidates Night & Town School District Meeting Day.
- iv. Kim will print more flyers.
- v. Kim will take a box of reports for Budget & Candidates Night & Town & School District Meeting Day.
- vi. Kim will check in about who will let us into the event spaces early.
- vii. Signage at the gym to let people know that Town & School District Meeting Day is in the auditorium this year. Becky will make signs.
- viii. Kim will follow up with Town & School to make sure there are printed copies of the agendas for both events and that they are providing water and name placards.
- ix. Kim wrote to Town & School about this year's school vacation conflict with the Town Meeting Cycle. School schedule is aligning with the state's school calendar so this may be the case moving forward.



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8. Promotion plans for Budget & Candidate's Night (6:00pm)

- a. Rolled in with Town & School's existing Town Meeting Cycle promotion.

9. Preliminary observations of Town Meeting engagement responses (6:23pm)

- a. Tabled.

10. Schedule Next Meeting(s) (6:26pm)

- a. Wednesday, March 11th at 5:30pm

11. Adjourn (6:29pm)

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



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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