



Town & School Meeting Committee Minutes

Wednesday, July 22, 5:30pm

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

1. Call to Order (5:38pm)

2. Welcome Community Members (5:39pm)

- a. None.

3. Order of Agenda (5:40pm)

- a. No amendments.

4. Approve 06.20.26 Minutes (5:40pm)

- a. ***Motion: Kim made a motion to approve the 6/20/26 minutes. Becky seconded. The motion passed unanimously.***

5. Committee Finance Update (5:41pm)

- a. Kim has asked for a summary of the committee's budget for the past two years. Key staff are on vacation so no updates currently.

6. Updates on Sticker Contest (5:42pm)

- a. Becky asked some printers for quotes. Waiting to hear back from them.
- b. Becky emailed the Superintendent, Assistant Superintendent, and elementary school principals. Vinny will put the topic on the agenda for the three-principal meeting happening early August. Becky will follow up.

- c. Cost does not seem to be prohibitive.
- d. Does not have to be through the schools if they don't have the bandwidth, but would be great.
- e. We could funnel any student designs from the state contest to our local contest.

7. Updates on Child Programming (5:50pm)

- a. No updates.

8. Updates Coffee (or Lunch) with Committees (5:52pm)

- a. Jason went to the Block Party. Most committees/commissions were not there except the Energy Commission and Conservation Commission. If we want to do it, we should just do it. But there doesn't seem to be a lot of interest.
- b. Committees are always looking for members. It would be a good opportunity to recruit.
- c. We should make the opportunity available and they can opt in as desired. Let's revisit when we discuss the event schedule.
- d. Ally asked the Town Clerk and Town Moderator if social service agencies could be present. Town Clerk forwarded the Secretary of State's response regarding candidates participating; re: 17 V.S.A. § 2508, it sounds like it's allowable as long as the meeting adjourns and then reopens after. Seán Sheehan from the Secretary of State's office also said "To be safe, good to make sure the "candidate mingle" is not located in such a way as to interfere with the coming and going from the auditorium in any way." Did not hear back from the Town Moderator, though.
- e. Ally will invite the Town Moderator to the next meeting.

9. Updates on Branding & Postcard Design (5:56pm)

- a. Jason has a concept. Will do more work on design for the next meeting.
- b. Ally asked Town Clerk and Communications & Media Specialist:

- i. Which staff member(s) typically design the postcard, and would they be open to the committee working on a redesign?
 - 1. HACTC Design class made the current one in Illustrator. I've attached the files. No issue with it being redesigned.
- ii. Does the Town work with any graphic designers for other marketing materials that we should be in touch with?
 - 1. Margaret in Parks and Rec. and JD do most things. JD uses Canva.
- iii. What are the requirements for the postcard? (size, content, etc.)?
 - 1. Size is 6.25" X 8".
- iv. Is there a template available that the committee could work with?
 - 1. Added to Drive folder.
- c. When would the Town need a finalized design to be ready for printing this year?
 - i. Try to give it to Brayshaw by the middle of December so that people get it before the cycle starts in January. They do an EDDM (direct mailers based on Hartford's zip codes) and then bill the Town accordingly.

10. Schedule meeting dates for 2026 (6:35pm)

- a. Wednesday, August 26th at 5:30pm

11. Adjourn (6:41pm)

- a. ***Motion: Ally made a motion to adjourn. Kim 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](#)