

Beautification Committee Meeting Minutes Nov 10, 2025.

Location: Neighborhood Connections, 5700 VT-100, Londonderry, VT 05148

Present: Bonny Johnson, Barbara Wells, Pam Abraham, Gale Kuhlberg, Marlene Boyaner, Martha Dale, Cheryl Edwards, Adam Cooley (guest)

Meeting Minutes: The September 29th, 2025 meeting minutes were unanimously approved.

Treasurer's report: The latest expense report with projections for Nov were reviewed. Remaining available budget = \$1287.51. The committee approved up to \$100 for holiday decorations and the remaining budget will be used to plant flowers in the bridge baskets in the spring.

Town Gardens:

Town Office: The bench, which had been previously ordered, was placed by the town office. The 2 planters with boxwoods have been placed inside the lower entrance for protection over the winter.

Triangle: (All) Mums were removed after the meeting.

Garden by Brown: (Pam Abraham) All set for winter

Barrel by gas station: (Cheryl Edwards) Planter was cut back.

Planter by Burton Snowboard Marker: (Cheryl Edwards) Will add some plants with color next year. Planter was cut back.

Bridge Baskets and Boxes:

Williams Bridge (Gale Kuhlberg) Rotary members removed the baskets and liners and they have been stored at Glebe Mountain Garden Center for the winter.

Yin Yang Bridge Rotary members removed the boxes. All wood boxes from the bridge as well as from town storage have been disposed.

South Londonderry Bridge: 3 baskets and zip ties have been ordered and are being stored at Glebe for the winter.

Holiday Decorations: The Committee approved spending up to \$100 for additional holiday decorations. The group decorated the trees at Aiken's Corner after the meeting in preparation for the holiday season.

Town Office Open House: Beautification Committee participated in the Town Office open house with positive feedback from the community. Photos showing beautification work in the town will be communicated in additional forums (Pam and Cheryl).

Vermont Open Meeting Law: The committee reviewed the town open meeting law (attached to these minutes) and processes for the Beautification Committee.

The Beautification Committee is seeking **additional members and friends who would like to help**. Please contact Bonny Johnson at bonnyjean48@gmail.com if interested.

The Beautification Committee would like to thank all the volunteers who helped in so many ways this season. We couldn't do it without you.

Next Meeting Date: Time and place to be determined in the spring.

Meeting Adjourned.

Respectfully submitted,

Marlene Boyaner

Attachment: Vermont Open Meeting Law Quick Reference for Town Committees (2025)

Vermont Open Meeting Law – Quick Reference for Town Committees (2025)

Summary of key requirements under 1 V.S.A. §§ 310–314 as they apply to municipal boards, commissions, and committees in Vermont. This sheet is for reference only and not legal advice.

Who Is Covered

- All municipal boards, commissions, and committees — including subcommittees — are ‘public bodies’ under § 310(4).
- Applies to any gathering of a quorum to discuss or take action on business under the body’s authority (§ 310(3)(A)).
- Advisory committees (no final decision authority) have slightly relaxed remote meeting rules (Act 133, 2024).

Meeting Notices

- Regular meetings: post agenda at least 48 hours in advance (§ 312(d)(1)).
- Special meetings: post at least 24 hours in advance (§ 312(c)(2)).
- Post in or near clerk’s office, two other public places, and on town website if available.
- Agenda must include sufficient detail of topics and any proposed executive session.

During the Meeting

- All meetings open to the public except for limited executive session purposes (§ 313).
- A quorum must be present; no decisions by email or serial conversations.
- Provide reasonable opportunity for public comment (§ 312(h)).
- Remote participation allowed; advisory bodies may meet fully remotely (Act 133).
- Recordings required for non-advisory bodies and must be posted for 30 days.

Minutes

- Minutes must list members present, motions, votes, and actions taken (§ 312(b)(1)).
- Draft minutes available within 5 days and posted online if the town has a website.
- Minutes are public records — must be retained per town record policy.

Executive Session Rules

- Permitted only for specific purposes (personnel, real estate, contracts, legal).
- Body must announce the reason and vote to enter executive session (§ 313(a)).
- Final action must occur in open session (§ 313(b)).

Violations & Cures (§ 314)

- Written notice of alleged violation may be filed with the public body.
- Body must respond within 10 days and cure within 14 days if violation acknowledged.

- Actions taken in violation may be voided; knowing violations can lead to fines up to \$500.

Tips for Town Committees

- Avoid quorum discussions outside warned meetings (email, group chat, social media).
- Post agendas and minutes consistently — transparency builds trust.
- Consult VLCT or the Secretary of State's Municipal Division for templates and guidance.
- Chairs of non-advisory bodies must complete annual Open Meeting Law training (effective 2025).

Sources: 1 V.S.A. §§ 310–314; Vermont League of Cities & Towns (VLCT); VT Secretary of State's Office; Act 133 (2024) – amendments to Open Meeting Law. For details: legislature.vermont.gov/statutes.