

South Hero New Town Hall Building Committee Meeting Minutes

Date: Tuesday, December 3, 2024

Time: 8:30 AM

Location: 38 Community Lane, South Hero, VT

OR Zoom Meeting ID: 814 1959 0978, Passcode: 660440

Committee Members Present:

- Kathleen Swanson, Chair
- Phil Scott, Vice Chair
- Nate Hayward, Secretary
- Jill Lowrey
- Matt Reed

Committee Members Absent:

- Anne Zolotas

Members of the Public Present:

- None

I. Introductions

- Members introduced themselves.

II. Review and Approval of Agenda

- The agenda was reviewed and approved.

III. Review and Approval of Prior Meeting Minutes

- The minutes from the November 26, 2024 meeting were reviewed and approved.

IV. Public Outreach and Presentations

- **Public Meeting Dates and Venue:**
 - The committee agreed that the public meetings should take place prior to ballots being mailed out to voters. For the vote in March voters must go to the Town Hall to vote unless they have requested a ballot be mailed to them. Ballots are NOT mailed out to all voters in advance. Naomi said that the Town Report will be going out in February and that they need all information by January 15th. Tuesday's can work for a town informational meeting at the existing town hall, just not the 3rd Tuesday of the month since the Conservation Commission meets then.
- **Presentation Materials:**
 - **Cost estimate:** The committee discussed the development of presentation materials, including the budget from VIS.
 - **Property Tax Implications:** The committee will work to clearly communicate the potential property tax implications of the project. Nate will speak with Kim Julow to get whatever information she can share.
 - **FAQ Document:** Nate Hayward will share a Google Doc to develop the FAQs.

- **One-Page "Case for Support" Document:** Matt will work on the format and graphics, Phil will work on the narrative. This would be 2 sided 8 ½ x 11 card stock mailing to all of the registered voters of South Hero.
- **Letter to Taxpayers:** The committee discussed the possibility of sending a letter to taxpayers from Town Office staff, and/or Selectboard. This may be the same document as the One-Page "Case for Support" Document.
- **Outreach Channels:** The committee will utilize Front Porch Forum and other relevant channels to reach the public.

V. Action Item Updates

- Nate will reach out to Kim Julow to discuss bond questions (Fire Dept. bond timing, rates, different amortizations, etc.).
- Matt and Phil will work on the post card mailing.

VI. Next Steps and Timeline

- There will be a working group collaboration meeting 12/10/24 at 8:30AM. The next full committee meeting will be in early January 2025 (to finalize the post card) and meetings weekly thereafter. Committee members will work collaboratively over the next month via Google docs to create the content for the FAQ, mailing, and Front Porch Forum content.
- The first public meeting will be scheduled for just prior to the town report getting mailed.
 - This may include presentation of the FAQ, and renderings, project outline, etc.

VII. Public Comment

- No public comment was received.

VIII. Adjournment

- The meeting adjourned at approximately 9:30.