

Ward Apportionment Working Group – Meeting Minutes

Meeting Details

- **Date:** November 5, 2025
- **Time:** 10:00–11:00 a.m.
- **Format/Location:** Hybrid meeting, Teams and 128 State Street, Montpelier VT. Recording is posted on the Secretary of State’s Act 73 Ward Working Group webpage
- **Chair/Facilitator:** Vermont Secretary of State Sarah Copeland Hanzas

Participants

- **Sarah Copeland Hanzas** – Vermont Secretary of State (Chair)
- **Mark Koenig** – School Board Association Appointee, Chair, Addison Northwest School Board
- **Marlon Verasamy** – School Board Association Appointee, Vice Chair, Essex Westford School Board
- **Diana Vachon** – Town Clerk Appointee, Shelburne Town Clerk
- **Kathy Sarder** – Town Clerk Appointee, Sharon Town Clerk
- **Sarah Mason** – Town Clerk Appointee, Williston Town Clerk
- **Sarah Montgomery** – Town Clerk Appointee, Burlington Assistant Town Clerk
- **John Adams** – Director, Vermont Center for Geographic Information (VCGI)
- **Tom Little** – Former Chair, Legislative Apportionment Board (Guest Speaker)
- Staff Present:
 - **Dylan Broderick** – GIS Expert, ADS
 - **S. Lauren Hibbert** – Deputy Secretary of State
 - **Bryan Mills** – Chief of Staff to the Secretary of State

Key Topics Discussed

1. Introductions and Roles

2. Review of Apportionment Principles

Tom Little, former Chair of the Legislative Apportionment Board, discussed principles of apportionment, focusing on legislative district standards and potential applications to school district wards.

3. Discussion on At-Large vs. Single-Member Wards

John Adams presented various models of school board representation, including at-

large, single-member, and weighted voting systems. Members discussed the implications of each model, particularly in relation to community representation and the efficiency of each governance model.

4. Mapping Tools and Ward Builder Prototype

John Adams introduced a prototype Ward Builder tool designed to facilitate the creation of wards. The tool aims to maintain municipal boundaries and simplify the process of ward creation. It allows the user to select towns and put them into a ward, simultaneously providing population metrics.

5. Future Meeting Planning

- **December Meeting Focus:** The group agreed to dedicate the December meeting to training on the Ward Builder tool, with an option for in-person or remote participation.
- **Additional Topics:** Suggestions included exploring student representation on school boards and addressing complexities related to private school CTE centers in district mapping.

6. Meeting adjourned at 11:00 a.m. The next meeting is scheduled for December 3, 2025, at 10:00 a.m.