

## Vershire Retreat Summary 2025

The Vershire Selectboard, Administrative Assistant, and Town Clerk/Treasurer held two retreat meetings, on 7/17/25 and 7/31/25, facilitated by Eileen Murphy, with Vermont League of Cities and Towns (VLCT) represented by Kathleen Ramsay, a member of their Municipal Operations Support Team.

The goal of the retreats was to identify and outline issue areas, areas that don't work well; positives, strengths, areas that do work well; and results the group hopes to see. The attendees articulated specific issues and then prioritized them into five groupings of related issues.

The five grouped areas are:

- staffing/support, with well defined roles and tasks;
- communication among the roles, between groups and committees, and outward facing (residents, taxpayers, public);
- expectations and demands of current and new residents;
- town's resources, and technology, office space needs;
- increasing demands from outside organizations, state, federal, and increased town responsibilities.

The attendees then identified three action steps, with a timeline and point person responsible.

- Draft an administrative job description with a list of work and tasks; a significant amount of this work was already in progress. This work will include differentiating what is administrative (at the direction of the Selectboard), and what (by state statute) falls under Town Clerk, Town Treasurer, Selectboard roles.
- Draft a 'new resident page' for the website - what do you need to know, where to find, who to contact, how contact, etc. This content will be helpful to new and current residents, taxpayers, visitors.
- Convening a task force to identify the Town's office space needs.

These action steps address three of the five grouped issues outlined above. The communication grouping will likely flow out of the first three action steps, and will be revisited after progress has been made on those steps. The grouping specific to increased town responsibilities will be addressed after progress on the other grouped issues.

The next step is to meet with groups and organizations in town, to request input and feedback, timing as follows:

- 1) Planning Commission, Development Administrator – goal is by end of August
- 2) Town Employees; Listers; Collector Delinquent Taxes; Health Officer; Committees (Town Center, Energy, Rec, Emergency Mgmt); Cemetery Trustees; Justices of the Peace – about 2 weeks later
- 3) VerShare, Farmers Market, Vershire Fire and Rescue, contracted – about 2 weeks later
- 4) Vershire public – about 2 weeks later

Selectboard – Nicole White-Fogarty, Vernal Stone, Amy Record

Administrative Assistant – Gretchen Harvey

Town Clerk/Treasurer – Gene Craft