



OFFICE OF THE LIEUTENANT GOVERNOR

Vermont State House
115 State Street
Montpelier, VT 05602

MEMORANDUM

To: Harry Chen, Acting DCF Commission and Team
Fr: Molly Gray, Lt. Governor and Andrew Gillespie, Chief of Staff
Re: Proposed Run of Show – Newbury Facility Visit & Community Conversation
Date: December 6, 2022

Please find below the proposed run of show for the Newbury facility visit and community conversation scheduled for Tuesday, December 6, 2022.

SCHEDULE

1:45pm	Meet at Newbury Elementary School. Combine cars if necessary. Parking available in the back near the rear, main entrance to the school. Address: 214 Pulaski Street, Newbury, Vermont 05051
1:50pm	Depart for proposed detention facility site visit. Address: 487 Stevens Place, Newbury Vermont 05051
2pm - 3:15pm	Detention facility site visit
3:15pm	Depart for Newbury Elementary School
3:30 - 4pm	Arrive Newbury Elementary School and community conversation set-up and prep. The community conversation will take place in the gymnasium. Parking is available in the back, and the gym should be entered through the main school entrance.
4pm - 4:45pm	Community Conversation Session 1 – See Run of Show below
5pm - 5:45pm	Community Conversation Session 2 – See Run of Show below
5:45pm	Media availability. <i>The Journal Opinion</i> is expected to attend.
6pm	Community conversation clean-up & depart Newbury Elementary School

Community Conversation Run of Show – Session 1

- 4pm - 4:10pm Welcome and Opening Remarks
- Lt. Gov. Gray welcomes community and provides an overview of the purpose and format of the community conversation (2 mins)
 - Lt. Gov. Gray introduces Selectboard to say a few words (3 mins)
 - Lt. Gov. Gray introduces Dr. Chen to give opening remarks (5 mins)
- 4:10 - 4:40pm Lt. Gov. Gray facilitates community comments and questions to Dr. Chen/DCF.
- In order to allow time for all voices to be heard, Community members wishing to speak will have 2 minutes to do so.*
 - We will begin with those who RSVPed, requesting a time to speak, and then move to anyone else who might wish to speak.*
 - We will work to hear from everyone, but unfortunately Commissioner Chen has a hard stop at 6pm.*
 - Threatening, harmful or disruptive comments or actions will not be tolerated.*
 - Anyone unable to respect the format, will kindly be asked to leave.*
- 4:40pm Lt. Governor Gray thanks community participants and recognizes Dr. Chen and Selectboard for any closing remarks.

Community Conversation Run of Show – Session 2

- 5pm Same as above