

**TOWN OF SPRINGFIELD**  
**SPRINGFIELD INCLUSION COMMITTEE**

Springfield Town Library, 2nd Floor  
43 Main Street, Springfield, VT 05156  
Tuesday, April 23, 2024 5:30 p.m.

1. **Call to Order:** the meeting was called to order at 5:34 p.m.

Present in person: Susan Dowell, Tara Chase, Carol-Lynn Knight, pattrice jones, Char Osterlund, Charis Boke, Traci Price

Present via zoom: Caroline Comley

Not present: Dan Bannan

2. **Additions/Subtractions to the Agenda:** no additions

3. **Public Comment:** no public present

4. **Announcements:**

a. Sue - library events:

i. Ask Town Manager - Monday, April 29 @ 6pm

ii. First "Living Room Conversation" Empathy topic - July 31st

iii. May will be handing out Last Night at (VT Reads) Telegraph Club

b. pattrice - [San Francisco Women Against Rape](#) is honoring Vine Sanctuary for their work promoting difficult conversations this Friday 4/26 at their Anniversary Gala

c. Char - Springfield voted budget down

5. **Approval of Minutes:**

a. Sue - Amendment to add Carol Lynn to youth committee

b. Motion to approve minutes as corrected - Char

c. Seconded Pattrice

d. All in favor

6. **New Business**

a. **Town Plan** - Tara

i. last night select board reviewed plan & will give it back to planning commission to make edits

ii. Education notes outdated, taking back to teachers to review & provide input

iii. June 10th 6pm - next "first" hearing

o Sue usually attends

o pattrice - if everyone wants to review the Town Plan before we meet in April and discuss

o Charis - suggestion to read through the equity tool before reading through Town Plan to have the framework in mind

o Caroline - suggestion to split into sections; homework - read & discuss next mtg:

■ 1 - \*pattrice (will read it all) & Tara

- 2 - Traci
  - 3 - Charis
  - 4 & 8 - Carol Lynn
  - 5 - Tara & Dan
  - 6 - Traci, Char
  - 7 - Carol Lynn
  - 8 - Char
  - 9 - Sue
  - 10 - Dan
  - 11 - Charis
  - 12 - Charis, Caroline
  - 13 - \*Tara suggested adding new language for social determinants of health, Caroline
  - 14 - Caroline
  - \*energy will be added
- iv. July 15th meeting
  - v. Updating housing section - change from “elderly” to “senior citizens” (suggestion to change to “older adults”), ensure inclusive language
  - vi. no land acknowledgement - some info in historical section but not in beginning
    - pattrice offered to help with land acknowledgement
    - Charis suggested looking at other town land acknowledgements
    - Can be performative and good to include - land, people, settler/colonialism, beavers, rivers
  - vii. pattrice- why wasn’t this circulated to Inclusion Committee?
    - Potential rec to select board - Town Plan & any other docs should routinely get shared with Inclusion Committee (in a timely fashion) \*policies & procedures, our job to review (Tara offered to help put this into practice as liaison)
  - viii. Currently posted on website
  - ix. Sue - public hearing was here

## 7. Old Business

- a. **SSD Inclusion Committee update** - Char & Caroline
  - i. Superintendent led space for good discussion and give and take
  - ii. Reviewed equity & mission statement
  - iii. Nothing to report - still working on it
- b. **Subcommittee Reports**
  - i. **Youth**
    1. Seeking recommendations for youth to include
    2. Contacted AWARE
    3. Suggestions for educators to get in touch with to find out what youth want
    4. HS community service fair - Thurs 4/25 9-9:45am

5. Meetup with Matt Alden (RMS) on Fri related to library business - will approach this as well
  6. HS has a Gender Sexualities Alliance, **middle school has a GSA**
  7. Charis - are we defining "youth" as school aged? Consider young adults
- ii. Ableism/stigma reduction** - pattrice, Charis
1. Subcommittee did not meet
  2. July is Disabilities Pride Awareness Month - Vine will do something
  3. Meet to decide committee priorities

**c. Follow-up of discussions from town manager**

- i. pattrice reached out & will again
- ii. Sue - DOI dept head handed out Declaration of Inclusion at meeting (as requested by Inclusion Committee and request for how this will be put into practice) and is scheduling an upcoming "Respect" training
- iii. Sue - Police Chief's availability, 2 or 3 possibilities to attend but they are down staff
- iv. Tara - asked about procedures to inform people about committee applications; Chuck or Jeff notify
  - o Suggestion to selectboard - voted on last session to create a procedure
  - o Tara will follow-up & will find out when during select committee meetings she can share requests from Inclusion Committee

**d. Review of selected town policies and procedures**

- i. **Delinquent water bills** - Char
  1. Everything they send out is dictated by state law - the notice is a letter
  2. Once a person falls behind in payment they send a notice with resources
  3. After 3 months & notices,
    - a. they send a shut-off notice
    - b. Also a letter included to appeal to select board - old language "board of selectmen" needs to be updated
      - i. Charis - we could recommend a review of docs to update language
      - ii. pattrice - town clerk shared they had been reviewing docs looking for gendered lang
      - iii. Sue - has to go through ordinance committee
      - iv. pattrice - will follow up with town clerk for an update
- ii. **Parks reservations** - pattrice - nothing back from Jeff
- iii. **Health officer** (See [Equity Screening Tool: Public Safety Policy](#) for review)
  1. Public Safety & Criminal Activities Policy - Caroline & Charis
    - a. A lot of different documents
    - b. Used screening tool on public safety policy
    - c. Policy was difficult to find, not readily available
    - d. Reviewed goal
      - i. "Substance abuse" was included with criminal activity

- ii. Immediate impact was unclear
  - iii. Need clear definition of “public safety”
  - iv. workflow seemed connected to history in Springfield of criminalizing substance abuse
  - v. Char - recapped how people were upset about lack of follow-up by police when complaints were filed
  - vi. Charis - arrests should not be publicly posted on facebook
  - vii. Caroline - Want to review town website for reporting complaints before making a recommendation
  - viii. Sue - issues with town and older policies, updating library policies
  - ix. Request for committee to review policy & equity review - keep on agenda for next meeting
- e. **Police Department** (website, complaint procedures, invitation to chief)
- i. Summer renewal for website - they’re working on it
  - ii. Complaint procedures was moved to main web page
  - iii. **Personnel Policy**
- f. **Fair housing information for landlords** - patrice - met with Stephanie, Springfield Supported Housing
- i. Very few landlords attend monthly meetings
  - ii. Organize a larger meeting, like meeting organized by Inclusion Committee, for landlords filled with info that they want, ie. grants, she would invite us to that to talk about fair housing
  - iii. patrice will continue talking with Stephanie and keep the committee updated

**8. Potential Recommendations to Selectboard**

Inclusion Committee requests that it routinely be included among those to whom drafts are circulated, Town Plan drafts and any such documents, so we can fulfill our mandate

- a. Charis - moved
- b. Char - seconded
- c. All in favor

**9. Set date of next regular meeting: May 28, 2024, at 5:30 PM**

- a. Char will facilitate next meeting
- b. Tara will take notes

**10. Adjournment**

- a. Char moved to adjourn
- b. Sue seconded
- c. All in favor
- d. Meeting adjourned 6:56pm

