

**TOWN OF SPRINGFIELD
SELECTBOARD HALL – 96 MAIN STREET – THIRD FLOOR
REGULAR SELECTBOARD MEETING
MONDAY, April 24, 2023**

APPROVED MINUTES

A. CALL MEETING TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Chair, Kristi Morris, called the meeting to order at 7:00 pm. Pledge of Allegiance was recited, and Roll Call was taken.

Selectboard Members: Chair Kristi Morris, Vice Chair Michael Martin, Everett Hammond, Walter Martone, and Crissy Webster were present in-person.

Administration: Town Manager Jeff Mobus, Town Clerk Barbara Courchesne, Town Manager Assistant Brian Benoit, and Public Works Director Jeff Strong were present in-person. Fire Chief Paul Stagner, Planning and Zoning Administrator Chuck Wise, and Library Director Sue Dowdell joined via Zoom.

School Board Liaison: Steve Karaffa was present in-person

B. MINUTES

1. Regular Selectboard Meeting – April 10, 2023

MOTION: Walter Martone moved to approve the Regular Selectboard Meeting minutes of April 10, 2023, as printed and distributed with revisions.

Seconded by: Crissy Webster

Michael Martin requested correction on page three, the third paragraph, in the third line where it said that they've added another \$5 million to the till, noting there was a comma missing or an extra zero and the amount was **\$500,000**.

Walter Martone requested correction on page six, about the middle of the page where it has the vote, "4-0, unanimous, recognizing the absence of Walter Martone" this should be **Everett Hammond**.

Vote: 4-0, unanimous, Everett Hammond abstained

C. ANY REQUESTED ADDITIONS TO THIS AGENDA

Town Manager Jeff Mobus requested to change Item 1 from a dog incident hearing to just dog incident and omit the hearing portion. Chair Kristi Morris acknowledged the change and noted no objection from the Board.

D. NEW BUSINESS

ITEM #1 Dog Incident – Hearing

***This item was changed at the time of the meeting to not include the Hearing portion.**

Town Manager Jeff Mobus presented the Dog Incident report included in the meeting packet. Town Manager Jeff Mobus discussed that the landlord came and see him, and the tenant is very ill and couldn't make it tonight. Town Manager Jeff

Mobus added the landlord has assured him that the dog and all the other dogs in the house have been removed, noting he will have it confirmed by the police. Town Manager Jeff Mobus further added the landlord was not aware of the dogs.

Town Manager Jeff Mobus discussed in talking with the Chief about this, since the dogs are gone from the property, so it's been remediated, they suggested instead of having a hearing they put the ticket in advance for 12 months and if there's no further issues that it gets waived, noting he believes that will get rid of the hearing permanently and that keeps that tenant to task. Town Manager Jeff Mobus noted he believes this would be agreeable to everyone. Town Manager Jeff Mobus added there is no bite in this incident so there would be a question of whether it qualifies as a vicious dog attack incident anyway.

Walter Martone inquired if we knew if the dog was just moved someplace else in Springfield. Town Manager Jeff Mobus responded he was told that it is no longer in Springfield. Town Manager Jeff Mobus added he was also told that this dog is not vicious, and they were going to bring several people to say there were other issues that were involved in this one that had nothing to do with the dog being vicious. Town Manager Jeff Mobus further added this is something that ordinarily if they hadn't already been on the agenda he would have dealt with privately anyway. Town Manager Jeff Mobus noted he doesn't believe there are any long-term consequences here at all, but by ordinance the Board has the authority over the ticket. Town Manager Jeff Mobus continued that he and Chief talked about this and recommend that the ticket be held in abeyance for 12 months and if there's no further incidents at that point it be forgiven.

Michael Martin asked the Town Manager to confirm that his recommendation, even though they have warned for a hearing, they have a request, and the ticket has been written, is that they are to indefinitely postpone this. Town Manager Jeff Mobus clarified it was to postpone the ticket for 12 months because that is how long the vicious dog cycle is.

MOTION: Michael Martin moved to hold the ticket in abeyance for 12 months and then waive any fines or hearing related to this incident if no further incidents.

Seconded by: Walter Martone

Chair Kristi Morris commented it still leaves him with one concern, noting he heard the Town Manager say that the dog is not in Springfield anymore, but it's still an unlicensed dog. Town Manager Jeff Mobus responded that he will follow up and confirm that the dog has gone, noting it has not been euthanized. Chair Kristi Morris noted concerns if the dog somehow returned. Town Manager Jeff Mobus responded that is when we would go back in, and it would be subject to the hearing and everything. Further discussion ensued that the ticket is with the owner and not the dog as the ticket is written to the owner based on the dog.

Walter Martone inquired if there is an additional incident in the 12 months it would be a second offense. Town Manager Jeff Mobus confirmed. Town Clerk Barbara Courchesne inquired if it was only for this dog and this owner, noting there is another owner. Town Manager Jeff Mobus responded they are all gone. Town Clerk Barbara Courchesne commented that Rich Stillings brought up a ticket for another owner at that address. Town Manager Jeff Mobus responded they have all been removed and the ticket was from March 18. Town Clerk Barbara Courchesne noted that she was sure she's (the other owner) going to want to know if her ticket was waived too. Town Manager Jeff Mobus responded he has not had that request. Town Manager Jeff Mobus added the landlord was not aware of a lot, of the second person moving in or the dogs and the landlord has resolved this by getting rid of all of them, noting they were not allowed to be there.

Chair Kristi Morris noted his concern is if the dog shows up in Springfield and we must respond to another incident in town, maybe not that location but elsewhere and the situation remains.

Vote: 5-0, unanimous

Chair Kristi Morris commented it's unfortunate that we've had a number of dog incidences lately some of them rather worse and harmful to the public so just hopefully the words out there. Chair Kristi Morris noted he knows April 1st was

when the dogs were due to be licensed, which in order to get a license they have to have their rabies vaccination updated. Town Manager Jeff Mobus commented that the warrant comes before the Board next month in June, so people now are just late paying for the license. Town Clerk Barbara Courchesne commented that anyone who was registered last year will get a notice if they haven't already registered in May they get a notice saying they are going on the warrant.

CONVENE LOCAL CONTROL COMMISSION

The Board entered Local Control at 7:12 pm.

ACT ON APPLICATIONS – Renewals and New Applications

Town Clerk Barbara Courchesne discussed the renewal applications. Town Clerk Barbara Courchesne added the renewals are for Parker Hill Farm, doing business as Parker Hill Farm Boutique and Campground and this would be for their first-class license and for Parker Hill Farm, doing businesses Parker Hill Farm Boutique and Campground for their outside consumption permit. Town Clerk Barbara Courchesne further discussed she provided the Board with a copy with this even though it's a renewal and that Mr. Fuller is going to talk to the Board about they are changing from last year where they will be serving or doing their outside consumption. Town Clerk Barbara Courchesne noted the map is not part of this year's renewal notice, it's just so the Board can see when he talks what he's talking about.

Town Clerk Barbara Courchesne discussed the other renewal was for the Springfield Elks Club, doing businesses Springfield Elks Club #1560 Inc, at 49 Park Street and it's their outside consumption permit and that is the same as last year.

MOTION: Crissy Webster moved to approve the first-class liquor license for Parker Hill Farm doing business as Parker Hill Farm Boutique and Campground and the outside consumption liquor license for the same establishment, as well as an outside consumption liquor license for the Springfield Elks Club, doing business as Springfield Elks Club #1560 Inc.

Seconded by: Everett Hammond

Peter Fuller owner of Parker Hill Farm via Zoom discussed he tried to do this last year and he had included a new map with his application to the State, but it wasn't clear as he went back and looked at it, so really, they just want to restrict any alcohol they sell away from the camp in a fenced defined area. Peter Fuller added the biggest reason is people can't bring their own alcohol in any of their consumption zone, so they are trying to avoid that for the camp. Peter Fuller noted they just won't be serving at the camp itself it will be off to the side in a fenced in area. Peter Fuller further added the fenced in area will be to the southeast of the pond.

Chair Kristi Morris inquired if the campers are allowed to have alcohol in their tents or if there are any restrictions on that. Peter Fuller responded there's not any restrictions on that, noting that when they first opened there were a lot of discussions with the State about that, they just can't cross over their consumption area.

Vote: 5-0, unanimous

Town Clerk Barbara Courchesne discussed the new application for a tobacco license for Family Dollar. Town Clerk Barbara Courchesne added she tries as best as she can to herd them all together, but Family Dollar has one arm in the corporation doing liquor and the other arm doing tobacco. Town Clerk Barbara Courchesne further added they've applied for their tobacco license and that's new and next year it will be lumped into the renewals.

MOTION: Crissy Webster moved to approve the tobacco license application for Family Dollar Stores of Vermont LLC, doing business out of Family Dollar.

Seconded by: Walter Martone

Vote: 5-0, unanimous

EXIT LOCAL CONTROL COMMISSION

The Board exited Local Control at 7:20 pm.

ITEM #2 Act on “Belonging Day” proclamation

Town Manager Jeff Mobus presented the “Act on “Belonging Day” proclamation” included in the meeting packet. Town Manager Jeff Mobus discussed a group of teachers, staff, students, School District, and Springfield on the Move are planning an event at Comtu Cascade Park on May 19, in conjunction with the event they are requesting that the Selectboard issue a proclamation designating May 19, 2023, as Belonging Day.

MOTION: Walter Martone moved to approve the Belonging Day proclamation as read.

Seconded by: Michael Martin

Everett Hammond inquired if this was going to be a every year event or if this was the first time. Town Manager Jeff Mobus responded that his understanding was that they hope to make this a every year thing.

Maresa Nielson, Second Grade Teacher at Elm Hill School in-person discussed she organized a group of other teachers and they have been working recently with Jessica Martin from Springfield on the Move to try to put together this event on May 19. Maresa Nielson added belonging was the theme that their group decided would be good for this year, noting that she wasn’t sure that would be an annual theme. Maresa Nielson further added she was invited to present at the Inclusion Committee a few weeks ago, and the members of that committee suggested that they make May 19, 2023, Belonging Day. Steve Karaffa School Board Liaison noted the School Board only voted for one year until they get more information. Crissy Webster commented that her concern is that we’re giving a message that not every day is belonging day, noting that kind of worries her.

Library Director Sue Dowdell commented that this kind of ties in with the summer reading programs goal of All Together Now and she is really in support of this event. Library Director Sue Dowdell added the library will be a rain location for this event. Wes Marshall of SAPA TV inquired what time the event was taking place. Maresa Nielson responded it was 5-7pm.

Maresa Nielson discussed that she believes the proclamation is wonderful and she understands Miss Webster’s point. Maresa Nielson added this has been a great learning process for her and her hope is that connecting with the community and the Town and raising this statement of belonging and inclusion will further the community wide support for more events like this in the future with the School District and the entire community of Springfield. Town Manager Jeff Mobus noted that they were talking about the proclamation not the event with this agenda item.

Chair Kristi Morris commented proclamations are not inconsistent with what's going on at the state Level as well, noting typically they are for a specific day just for the recognition.

Vote: 5-0, unanimous

ITEM #3 Fill elected position vacancy – Library Trustee

Town Manager Jeff Mobus presented the “Fill elected position vacancy - Library Trustee” item included in the meeting packet. Town Manager Jeff Mobus noted there are currently two vacancies on the library Trustee Board and Char Osterlund has applied to be appointed. Town Manager Jeff Mobus added as a vacant elected position the Board can

appoint her until the next Town Meeting in March 2024, after which point if Miss Osterlund would like to remain a trustee she could then run for the vacant position through the elective process.

MOTION: Michael Martin moved to appoint Char Osterlund to the vacant trustee position for the Library Board of Trustees for a term of the remainder of this year into March of 2024, where the position would then be on the Town ballot for reelection.

Seconded by: Walter Martone

Vote: 5-0, unanimous

ITEM #4 Act on event permits – Springfield on the Move – SSD Teachers – May 19

– Avant Vermont Dance – June 17

– Springfield on the Move – July 15

Town Manager Jeff Mobus presented the Springfield on the Move – SSD Teachers – May 19 Belonging Day event permit, the Avant Dance Vermont – June 17 event permit, and the Springfield on the Move – July 15 event permit, included in the meeting packet. Town Manager Jeff Mobus added the Belonging Day event would be held at Comtu Cascade Park on May 19. Town Manager Jeff Mobus further added the Avant Dance Vermont would like to hold four brief outdoor seasonal dance performances with the first performance at Comtu Cascade Park on June 17. Town Manager Jeff Mobus additionally discussed Springfield on the Move wants to hold a Springfield Street Festival event on July 15 in the downtown and they hope this will become an annual event.

Town Manager Jeff Mobus discussed Chief Burnham and himself have discussed this event and since the plan is to serve alcohol at the event, they would like to discuss this further with Jessica Martin before they recommend full approval of the event. Town Manager Jeff Mobus added at this time they would like to recommend approval for the event without alcohol and the reason for that is so that they can start doing can start lining up the advertising and all the vendors and everything for the event. Town Manager Jeff Mobus further added he wanted to thank Jessica Martin for working on developing a template that can be used by anyone to submit event permit applications.

MOTION: Everett Hammond moved to approve the event application for Springfield on the Move – SSD Teachers – May 19th Belonging Day event at Comtu Cascade Park.

Seconded by: Walter Martone

Jessica Martin Executive Director of Springfield on the Move in-person discussed the new permitting process for the Comtu Cascade Park, noting that she and Planning and Zoning Administrator Chuck Wise were trying to streamline that process to make it easier so they can have more events in the downtown area.

Maresa Nielson discussed that they hope that this event will include some music and some performers. Maresa Nielson added the schools, Elm Hill, Union Street, Riverside, and the High School have all worked on answering the prompt, “I know I belong in Springfield when...”. Maresa Nielson further added the schools are creating art projects, noting Riverside has created a film that they are hoping to have playing, Elm Hill has created a mural from each class, Union Street has hearts with individual art and words on them that will be strung and hung.

Maresa Nielson discussed there will be a community art project mural, donations of food, and we actually also had Diane Kemble and Melissa Post do a stop motion animation project with their whole second grade class that they are hoping will be on rolling film also. Maresa Nielson added the idea is to bring the Town and the community together to celebrate this theme of belonging that all the students have been working on this term. Chair Kristi Morris pointed out there was a rain location for the event at the Town Library. Maresa Nielson confirmed the rain location being the same time as the normal

event time. Maresa Nielson further added Mike Schmitt from Black River Coffee shop allowed them to use his indoor space for viewing the film.

Vote: 5-0, unanimous

Suzanne Stern, Co-founder of Avant Vermont Dance Board discussed that Avant Vermont Dance is a regional dance company and they just received federal nonprofit status. Suzanne Stern added their goal is to create an opportunity for local dancers to have more performances and for the community to be exposed to ballet, modern, and contemporary dance in an accessible way. Suzanne Stern further added they have other plans going forward to do education, scholarships, and stuff.

Suzanne Stern discussed for this series that she and her co-founder Ashley Hansel Browning would put on four seasonal performances starting in June, ideally, in the downtown area, noting they will be free and accessible to the public. Suzanne Stern added they want to have a public urban component so they can tie in visual art and tie in some of the local businesses. Suzanne Stern noted they will talk to Mike Schmitt about doing refreshments like we do with the Justin summer concerts. Suzanne Stern further added by having regional dancers they hope to get people coming to Springfield who may not necessarily come here and it's a way to bring people in and to sort of showcase this beautiful downtown area in a way that it doesn't get necessarily used for that often.

Jessica Martin Springfield on the Move Director discussed that it's been great working with Suzanne (Stern) and Ashley (Hensel-Browning). Jessica Martin added they are working together and collaborating on this because this is a totally different type of event than what Maresa (Nielson) is doing. Jessica Martin further added in working through this permitting process, Chuck (Wise) and herself really appreciate Suzanne and Ashley for working with them on this type of multi event series. Jessica Martin noted that Springfield on the Move might benefit from this event because in December they might be able to incorporate this into our downtown holiday program. Jessica Martin further discussed that there are some logistical things that they are still having to work out with the Town, noting if they look to use the Woodbury Courtyard during the winter and spring months, they do need to work out those logistics.

Further discussion ensued to confirm the dates of the event including the rain dates of Saturday, June 17 date with a rain date of Sunday June 18th and Saturday, September 16 with rain date of Sunday September 17.

MOTION: Michael Martin moved to approve the event application from Avant Vermont Dance for two dates Saturday June 17, 2023, from 5-6 pm with a rain date of Sunday June 18th, 2023, and Saturday September 16, 2023, from 5-6 pm with rain date of Sunday September 17, 2023.

Seconded by: Crissy Webster

Town Manager Jeff Mobus discussed the idea of having all four on the permit was even though they have the dates for the next two setup was that he would be authorized to work with them directly on the dates for the last two because the event would be approved so they can go through the Town Manager and not have to come back to do whole permitting process for those other two days. Further discussion ensued that the Town Manager only has discretion on small events, 16 people and fewer at the park.

MOTION AMENDED: Michael Martin amended his motion to include a date in the winter and a date next summer to be determined at the discretion of the Town Manager.

AMENDMENT Seconded by: Crissy Webster

Town Manager Jeff Mobus noted that he would notify the Board and the community when the dates are determined.

Vote: 5-0, unanimous

Town Manager Jeff Mobus discussed the Springfield on the Move July 15th event and added he is discussing this event without the alcohol component, and they will come back if they are able to get the alcohol component lined up. Chair Kristi Morris inquired if that would come back to the Board. Town Manager Jeff Mobus confirmed it would and added it would have to. Town Manager Jeff Mobus added it would involve another meeting with Chief Burnham to make sure that we're comfortable because that'll be the first time, we're going to be serving alcohol in this park.

Town Manager Jeff Mobus further added the permit templates that were designed by Jessica Martin, gives the board a lot more information on the events and certainly provided him and the Chief a lot better information on the event.

Jessica Martin Springfield on the Move Director noted that the band the Illusions has agreed to be the band and they are being financially compensated for that. Jessica Martin added she was not if Michael Martin was able to participate in the voting for the event. Michael Martin responded he would recuse himself.

MOTION: Walter Martone moved to approved the Springfield on the Move's Springfield Street Fest event on July 15, 2023, in the downtown area excluding alcohol at this point.

Seconded by: Crissy Webster

Walter Martone asked to confirm that they are not closing the street. Jessica Martin responded they were not and added it's too much of a hassle for the first year. Jessica Martin added they wanted to start small and expand, noting the hope is to close Main Street for future occurrences of this event. Jessica Martin further added they didn't want to ask the Food Coop to close their parking lot as they have an interim General Manager until early summer and Saturday is a big revenue generator for them.

Jessica Martin discussed they want this to be a free annual event. Jessica Martin added the Chamber is working with them as is Springfield Cinemas Three to have a Simpsons component to this event. Jessica Martin further added they think that this is really something that is underutilized to get outside dollars into Springfield. Jessica Martin further added they are having what they call a zero-k Donut Dash, so people will register online, and they will register for the number of pink-frosted with sprinkles doughnuts and their T-shirts then they will check in at the Woodbury courtyard in front of the cinema. Jessica Martin further discussed that Chad Free and his crew are going to be providing two showings of The Simpsons that day free to people who go in and people will check in and get their doughnuts and then eat their doughnuts as a leisurely make their way down to the park to pick up their T-shirt.

Jessica Martin discussed that this event is in line with the humor of The Simpsons, and it gets people into the park for events. Jessica Martin added the events start at four o'clock, noting they have multiple groups participate in providing arts and crafts opportunities, the Springfield Town Library is sponsoring the art bus, the Rotary is having their butterfly fundraiser and there's a butterfly craft, Springfield on the Move is having decorative birdhouses that are going to be painted and then we'll hang them up throughout the downtown Main Street corridor, Springfield Housing Authority is going to have a pirate booth, and Mona Frye is going to be doing facepainting. Jessica Martin added the Congregational Church is going to have in the park their Strawberry Shortcake fundraiser, John Clafin and his folks will be grilling up some hamburgers and hot dogs, and across the street, and Pastor Geri is going to have their chicken dinner fundraiser. Jessica Martin further added they have a lot of people involved in this event and she is really excited about this, and our Economic Development Committee is excited about this too.

Walter Martone inquired if there will be a showing of the video that won us the designation of The Simpsons town. Jessica Martin responded she was not sure about that, noting that would be under the Chamber and she was not sure where they would be able to do that, but they might be able to consider that for next year.

Wes Marshall of SAPA TV inquired if there were going to be extra police patrols for the event since it is a townwide event. Jessica Martin responded that they were not for the first year, noting they are not anticipating more than 300 people throughout the day. Jessica Martin added the band is going to have two intermissions and Uplift Acrobatics will be coming in the first intermission and Dance Factory will be performing on the second intermission. Jessica Martin further added

they don't anticipate that people are going to be spending the entire four hours downtown. Jessica Martin additionally discussed the alcohol component she will address when she gets the rest of the information regarding that. Jessica Martin noted they will have an on-site police officer, but they have not worked all of the logistics out yet.

Jessica Martin discussed for this type of event they are really keeping in the park with the exception of the art bus adjacent to the park and people choosing to go over to the Methodist Church to get their chicken dinner.

Fire Chief Paul Stagner commented that he could vouch that Jessica Martin put in the appropriate amount of time considering public safety, potential emergency issues, emergency vehicle locations and she's really done a great job planning this event as far as including that whole aspect of public safety.

Vote: 4-0, unanimous, recognizing Michael Martin recused himself

ITEM #5 Act on Toonerville Trail permits – Mainly Marathons – June 8

– Stars and Stripes event – July 4

Town Manager Jeff Mobus presented the “Act on Toonerville Trail permits – Mainly Marathons – June 8 – Stars and Stripes event – July 4” item included in the meeting packet. Town Manager Jeff Mobus discussed the town has received applications from two organizations to use the Tourville Trail for events. Town Manager Jeff Mobus added that Mainly Marathons would like to have an event on June 8, noting they would be setting up a little on the evening of June 7 and they have held this event in the past without incident going back before COVID. Town Manager Jeff Mobus further added Sileissner LLC would like to hold an event on July 4 called Stars and Stripes, noting it is a 7.4 Kilometer event and Sean Meissner has organized events in the past and we haven't had any incidents.

MOTION: Crissy Webster moved to approve the two events for the Toonerville Trail which is Mainly Marathons to be held on June 8th with a setup of June 7th and the Stars and Stripes event on July 4th.

Seconded by: Everett Hammond

Vote: 5-0, unanimous

ITEM #6 Review and act on IT proposals

Town Manager Jeff Mobus presented the “Review and act on IT proposals” item included in the meeting packet. Town Manager Jeff Mobus added over the past six months the Town Manager's office has been evaluating IT improvements for most Town departments. Town Manager Jeff Mobus further added that representatives from CCI, SymQuest, and Tech Group have met with us.

Town Manager Jeff Mobus discussed CCI and Tech Group have each conducted half day assessment tours that have emerged as the most viable consultants for this work and their baseline terms are normalized for 36-month contracts. Town Manager Jeff Mobus noted that the Police Department due to data privacy and state and local jurisdictional issues and the Town Library as they already maintain their systems to a high standard using in-house staff have been excluded from this work.

Town Manager Jeff Mobus discussed the bids provided by each company and noted the minimum recommended standalone improvements are for the addition of six firewall devices to Town networks. Town Manager Jeff Mobus added CCI has submitted one bid and Tech Group has submitted bids for two different plans. Town Manager Jeff Mobus further added there are front-loaded costs for each company to bring Springfield's IT systems up to minimum supportable levels and pending a more thorough assessment those costs are unknown at this point.

Town Manager Jeff Mobus discussed concerns about our deficiencies regarding IT systems, noting he is scared every day that we are susceptible to ransomware. Town Manager Jeff Mobus added his concerns are heightened more recently because the company we have been using, Vermont Digital out of Rutland, the employee that has been holding things together with a shoestring, left that company so we don't have that same level or support person who's familiar with all the quirks of our current system. Town Manager Jeff Mobus further added that we can get through this first 12 months with the money we set aside for tech plus the budgeted money next year, noting it would involve an increase in budgeted money the following budget year. Town Manager Jeff Mobus commented that it is critical to do this as we have a \$14 million Town Budget, another \$3 million water and sewer budget, and our technology is awful.

Crissy Webster commented she understands why the Police Department wouldn't be taking part in this because they're managed by the Vermont State Police System, but she has concerns that the library wouldn't be even though they have good IT. Crissy Webster added that in an effort to make sure that we're mainstreaming, they should really be a part of it. Brian Benoit Town Manager Assistant responded Tech Group did assess the library and Library Director Dowdell preferred not to be assessed the cost, noting that she does have Chris Bloomfield as a full time, technology professional and Dowdell also has expertise in that realm. Brian Benoit added the library is at a much different level than the rest of the town is. Crissy Webster commented in another sense if they leave tomorrow, you don't know so she would much rather have the whole system be covered versus relying on specific people. Town Manager Jeff Mobus added this is something that we could add on next year for example, noting he is already stretching what monies are available. Town Manager Jeff Mobus further added while Crissy was right it would be great to have it all in one system, if the library gets hacked, we can still run payroll, we can still answer emergency calls, and we can still function. Town Manager Jeff Mobus continued he is already stretching the dollars and a catastrophic event at the library, though bad it wouldn't have the same repercussions.

Library Director Sue Dowdell discussed that on their infrastructure they had RVTC's IT department come in with one of their students and they upgraded all of their equipment last summer. Library Director Sue Dowdell added the equipment piece is taken care of and in terms of hacking their circulation and catalog system is through their vendor and they don't have a single server that everything goes through they have individual machines so that's one of the things that helps them to protect the information that's on everyone's staff machines. Sue Dowdell further added she would certainly be in favor of if we are getting new domains for email of having a Springfield Vermont domain and their emails being transferred over to a Town email. Library Director Sue Dowdell commented that is the part that she is strongly encouraging as one of the things that she is having difficulty with with some of her vendors who will give her some discounts she can get through TechSoup, which is a library discounts site, is that she can't go to some places because there isn't a library domain or a town domain on my email. Library Director Sue Dowdell added she agrees with Crissy Webster that in the future they may well want to connect when they do not have those personnel in place.

Further discussion ensued to clarify the difference in the two levels of care that Tech Group proposed.

Everett Hammond commented that it didn't sound like if someone were to hack in the library that they can then work away in the Town Hall. Town Manager Jeff Mobus confirmed there is no connection. Chair Kristi Morris inquired if the intent was to have a central server and have all of the departments on here. Town Manager Jeff Mobus responded they are all standalone and they didn't talk about creating one server. Further discussion ensued regarding current servers in Town Hall and the companies have suggested perhaps putting a server into the cloud that would be a lot easier for them to manage and it would be a virtual server that would have as much redundancy and security as anything that they can get to and more so than a physical device here or somewhere else.

Michael Martin inquired if the cloud-based server was included in these proposals. Brian Benoit Town Manager Assistant responded he did not think so. Further discussion ensued regarding the differences between the plans and the fact that the base plans were covered by the essential care plan. Brian Benoit Town Manager Assistant noted that the proposals from Tech Group were much more general and that the proposals from CCI drilled down to individual machines and Microsoft Office packages that they recommend. Town Clerk Barbara Courchesne commented that she understands

they don't have as much detail yet when they do their walkthrough, but they have managed other municipal entities. Brian Benoit Town Manager Assistant commented CCI gets tremendous accolades from Hartland, they said they've got a portal and they've been with CCI since 2018 and most of the Hartland's managed services are done remotely, they don't necessarily see somebody on the ground even though they're right across the river in Claremont. Brian Benoit Town Manager Assistant added he was guessing Tech Group would be very similar and Julie Hance is very pleased with Tech Group over in Chester.

Town Clerk Barbara Courchesne inquired if it was 24/7 that they respond. Brian Benoit Town Manager Assistant responded in terms of response to an incident or response to a user putting in what you would call a ticket, it could be installing an application or solving an email problem, setting up a new user upgrading a device, it could be any number of things in addition to somebody trying to hack us, But you can see from the proposals there are various levels of escalation and there's an hourly rate in many cases for daytime hours vs weekend hours. Brian Benoit Town Manager Assistant added CCI has a tiered level of response, you call them, they acknowledge the call and assign somebody to it, and they'll escalate it within an hour or so. Brian Benoit Town Manager Assistant discussed his hope is that once either of these companies comes through and standardizes things and upgrades things to a supportable level that it will be secure at that level and won't require as much intervention as all our stuff does today.

Further discussion ensued that a cloud server was suggested for some of our smaller departments rather than devoting an expensive machine sitting under somebody's desk that must be kept safe and plugged in and backed up.

Chair Kristi Morris commented that quite often they require you to update the hardware as well as on older computers with outdated versions of software, etc. and he inquired if there were recommendations. Brian Benoit Town Manager Assistant responded that was baked into the initial proposal, noting that CCI lists it as the sustainability in section five of their contract and Tech Group doesn't specify it explicitly, but it's the same idea when they charge an upfront fee for coming in here.

Further discussion ensued regarding Tech Group's onboarding costs to get us into their system and the amount estimated was \$3,000.00 for three years.

Further discussion ensued regarding Tech Group's proposal for 6 pieces of equipment called the SonicWall, which is firewall protection. Additional discussion ensued regarding the finance server and the propriety server that is used for land records in the Town Clerk's office.

Further discussion ensued regarding standardizing all of our software and having it vetted by the company before being installed on the computers and the expectation is since the entire system is managed and monitored in real time, by systems and actual human beings that anything that's plugged in or downloaded from a site is going to be scanned early in that transition, and either certified as safe or flagged as potentially dangerous or flagged as outright dangerous and prevent it from doing anything.

Crissy Webster inquired what the timeline was for this, so if they were to act on it tonight what the timeline would be. Brian Benoit Town Manager Assistant responded within the next week or so and then implementation would be one to three months, sooner than later from an operational security standpoint.

Walter Martone inquired if all of the Selectboard members and possibly the other boards and committees have town emails, so they don't have to worry about saving all of their things in case there's a lawsuit, that it's all been securely archived everything with the town. Brian Benoit Town Manager Assistant responded the goal the goal is to standardize email to a Springfieldvt.gov address or something comparable to that, that is the gold standard for the website right now and that's our goal. Brian Benoit Town Manager Assistant added that anybody that had a legitimate purpose in town administration government would be issued an email address and that's what they could use and the hosts at these several companies are somebody designated to work on their behalf on a more day to day local level, could assign

permissions or lock down something, there's certain levels of access that might be handled on a local level but in general we'd like to standardize it to perhaps office 365.

Further discussion ensued that there will be ancillary costs to securing our network as we may need to upgrade outdated hardware and software.

Town Manager Jeff Mobus added that they will keep us up to date and these companies would allow us to stay current and all of our protections and software. Everett Hammond commented that the cost of not doing anything is going too far exceed the cost of doing it.

MOTION: Everett Hammond moved to approve the recommendations from TG essential care at \$3,585 per month for IT services for a contract time of three years.

Seconded by: Walter Martone

Library Director Sue Dowdell commented if they're going to be locking down the machines so that they have an admin level on our machines so nothing can be downloaded by individual employees, you just might want to think about, if they're in the cloud how are they going to let someone who legitimately needs to download something if they're doing it virtually, how are they going to approve that kind of software to be put through. Library Director Sue Dowdell added if you don't have somebody on site, that could be a consideration and the other consideration you have in terms of the virus protection, any of the documents that are coming through are going to be checked before they're allowed in with malware and anti-virus ware.

Vote: 5-0, unanimous.

Manager Jeff Mobus commented as Mr. Hammond pointed out that the effects of not doing it could be catastrophic. Crissy Webster commented if it goes well over what they budgeted for to prioritize what is really a necessity. Chair Kristi Morris inquired how much we have in the tech annual fund. Town Manager Jeff Mobus responded next year we raised up to \$10,000 and we already have \$22,000 in the tech fund.

ITEM #7 Act on paving bids

Town Manager Jeff Mobus presented the "Act on paving bids" item included in the meeting packet. Town Manager Jeff Mobus added the Town issued an RFP for paving for this paving season, noting the roads on the proposal are Severs Brook Road from the start of Will Dean up to the four corners, South Street the four corners back to the High School, Breezy Hill, French Meadow the end towards Route 11, Sunny Hill Road returning a small portion to gravel that is currently paved, Frederick Street, Autumn Street, Trombley Road, and Baltimore Road. Town Manager Jeff Mobus further added the town received five and they are all within our budget.

Town Manager Jeff Mobus discussed the bid from Bazin Brothers is the lowest bid at \$985,679.50. Town Manager Jeff Mobus noted they received fewer calls for bids this year. Public Works Director Jeff Strong commented Bazin Brothers had worked very well with us last year. Town Manager Jeff Mobus reminded the Board there will be \$325,000 in the budget and \$750,000 in special appropriation, so the total amount we have available is \$1,075,000.

Further discussion ensued regarding the costs incurred with paving and that these roads are mostly outside roads so there won't be as much structure adjustment.

MOTION: Everett Hammond moved to accept the Bazin Brothers bid for \$985,679.50 for this year's paving work.

Seconded by: Crissy Webster

Everett Hammond commented he was glad to see Trombley Road on the list, noting that it was crumbling and falling apart when we first evaluated it. Everett Hammond added that this was an example of a road that you've gotten all you can out of it. Everett Hammond inquired about Frederick and Autumn Street if there is any utility work that has to happen in the next 10-12 years. Public Works Director Jeff Strong responded there was none. Everett Hammond noted on French Meadow Road some of that in the road plan called for trying to raise some of that section up if that's possible, maybe even reclaim it first and any more added gravel will help. Public Works Director Jeff Strong added it's why we have a little extra money.

Everett Hammond further added on Sunny Hill Road the first 250 feet he believes when the road plan was done it was going to try to keep that as pavement. Public Works Director Jeff Strong responded that they have hashed this back and forth and the residents up there and the input they have gotten from them is that they'd rather see it go back to dirt. Town Manager Jeff Mobus added that the road would be tilted towards the ditch instead of away from the ditch.

Vote: 5-0, unanimous

ITEM #8 Act on truck/body bids

Town Manager Jeff Mobus presented the "Act on truck/body bids" item included in the meeting packet. Town Manager Jeff Mobus added the town issued bids for a dump truck and received two bids, one from ATG which is a Freightliner after a \$20,000 trade-in netting \$30,889 and the other bid was from Reed Trucking, which was an International, netting \$115,900. Town Manager Jeff Mobus further added the Town received one quote for the dump body from Viking - Chives for \$101,850. Town Manager Jeff Mobus further discussed the total amount of \$200,730 these items would be paid for from the Public Works equipment fund. This is higher than the \$190,000 that is in the capital plan.

MOTION: Everett Hammond moved to approve the bids from ATG for a new dump truck for \$98,889 and the Viking-Chives dump body for \$101,850 for a total of \$200,730.

Seconded by: Walter Martone

Crissy Webster inquired that this was in line with what they had planned during budget season and was not something extra. Public Works Director Jeff Strong confirmed. Public Works Director Jeff Strong noted the Freightliner that we ordered last year is in the garage, it needs the Town seals put on it and it'll be on the road online and the international that we ordered two years ago it's at Reeds but now we're waiting for the body components to be put on it. Chair Kristi Morris inquired if the price was held on them. Public Works Director Jeff Strong confirmed.

Everett Hammond inquired if this was a six wheel. Public Works Director Jeff Strong confirmed.

Vote: 5-0, unanimous

ITEM #9 Authorize grant-in-aid request

Town Manager Jeff Mobus presented the "Authorize grant-in-aid request" item included in the meeting packet. Town Manager Jeff Mobus added the Town would like to submit a letter of intent to participate in municipal roads grants-in-aid program for FY24 and the deadline to participate is May 5, 2023, however, the work likely won't happen until next summer 2024.

MOTION: Michael Martin moved to authorize the Chairman to sign the Municipal Roads grant-in-aid program.

Seconded by: Crissy Webster

Further discussion ensued regarding the required signature was unclear if it was just the Chair or the whole Board and given the due date signatures from all the Board members was preferred.

Amended MOTION: Michael Martin amended his motion to include all of the Board members signatures.

Amendment Seconded by: Crissy Webster

Vote: 5-0, unanimous

ITEM #10 Set date for reviewing/updating the Strategic Plan

Town Manager Jeff Mobus presented the "Set date for reviewing/updating the Strategic Plan" item included in the meeting packet. Chair Kristi Morris discussed last meeting they were asked to review a timeframe for selecting the date for reviewing and updating the strategic plan. Further Discussion ensued that they would review and update the strategic plan on May 15th at 6:00 pm, without objection from the Board.

ITEM #11 Public safety update

Town Manager Jeff Mobus presented the Public Safety Update included in the meeting packet, noting it was from Chief Burnham. Town Manager Jeff Mobus added the promotional process for the Sergeant and Corporal positions is complete, noting Officer Jeremy Fitzgibbons has been promoted to Sergeant and Officers Phil Perkins and Steven Neily were both promoted to Corporal and that process is defined in the contract. Town Manager Jeff Mobus further added that Chief Burnham has decided to discontinue the Detective Division for the time being, they only had one person and an acting designation for the Detective Division and that person is being brought back into patrol on a more permanent status. Town Manager Jeff Mobus noted that since we have been so short-staffed, we haven't had a detective division for over a year.

Town Manager Jeff Mobus discussed that dispatch is at full staff meaning we five full time positions and this allows for dispatchers to catch up with the ancillary duties and responsibilities which had been pushed back or otherwise limited while short staffed. Chair Kristi Morris noted that the Police Department was now staffed to the amount they authorized this year. Town Manager Jeff Mobus added the police department is preparing for the alumni parade, after attending a planning meeting with the event organizers Chief Burnham met with Windsor County Sheriff's Office to ensure sufficient law enforcement presence for a smooth and safe parade. Town Manager Jeff Mobus further added the two officers in the Academy have passed the halfway point and while they've not been without bumps things are going well, the anticipated graduation date from the academy is May 28, 2023.

Town Manager Jeff Mobus discussed the new firearms for patrol have arrived, they are Glocks 9mm and once the correct holsters arrive training and qualifications will occur, and they will be replacing the aged 40 caliber Smith and Wesson handguns the department has been using. Town Manager Jeff Mobus added the Animal Control Officer is almost ready to be online, they learned of a national certification that was recommended by those already in the field in the capacity of animal control officer and that training is currently happening and once completed, Chief Burnham will introduce the Animal Control Officer to the Board and how we expect the part-time position to function on a daily basis.

Town Manager Jeff Mobus discussed the Police Department participated in family day at the Middle School, it was a well-attended event and people were introduced to some of the newer staff at the department. Town Manager Jeff Mobus added Chief Burnham wanted to recognize and thank officers that participated in training scenarios at the Police Academy, there was a group of officers who volunteered to go to the Academy and act as role players during scenarios and the Academy recruits were to respond as if they were on duty and apply the laws and training techniques to address

various situations the officers that participated took it upon themselves on their time off to step up and help the Police Academy.

Walter Martone recalled when we were starting to experience the staffing shortage that we just did not have detective capability at all and there was a big issue around us being unable to deal with sex crimes or spousal abuse, and he inquired if they are able to deal with these. Town Manager Jeff Mobus responded the State recognized that there's a problem not just for us but for everybody because when you're short-staffed Emergency Services has priority over Investigative Services, so the State did do a grant to help an agency who had capacity to deal with the detective work investigations and so we've been using that, noting that is an officer over in Weathersfield who carries those investigations for us at this point. Town Manager Jeff Mobus added we are hoping that we will get back to being a full staff so we can run our own detective investigations.

Crissy Webster commented as a parent of a middle schooler she believed it's been successful having the Police Department kind of in and out of the school and that's kind of created that nice comfortable presence for some of the kids.

Library Director Sue Dowdell via Zoom announced that Chief Burnham will be at the library on Monday, May 1st, 2023, at six o'clock for a community forum and the whole community is invited to meet and greet and ask questions and tell him what a good job he's doing.

ITEM #12 Act on Revolving Loan Fund request – Springfield Regional Development Corp.

Town Manager Jeff Mobus presented the “Act on Revolving Loan Fund request – Springfield Regional Development Corp” item included in the meeting packet. Town Manager Jeff Mobus added the town has received a revolving loan fund request from Springfield Regional Development Corporation and the purpose of this loan would be to purchase the property at 33 Park Street to enable environmental and engineering assessments needed to redevelop the site. Town Manager Jeff Mobus further added it's great that SRDC is willing to help us out here as they have liability protection and thanked River Moguls for their part.

Town Manager Jeff Mobus discussed it hasn't been easy getting to this point, but the two parties have worked diligently for the betterment of Springfield, and it was an emotional issue for everybody. Town Manager Jeff Mobus added all Town members and people looking at the building, but it's just as emotional for the current owner. Walter Martone commented that they were talking about the Parks & Woolson building.

Bob Flint SRDC Director in-person discussed the building at 33 Park Street as a former Parks & Woolson property which many of us remember as being the oldest manufacturing facility in Vermont. Bob Flint added it is a historic property and it is also a property that has challenging conditions. Bob Flint further added SRDC has signed a purchase and sales agreement for the property, they certainly appreciate the hard work with Jeff and the team on this and they have applied for what's called an RDC (Regional Development Corporation) exemption.

Bob Flint discussed as an RDC, Regional Development Corporation, there are certain liability protections available to them for taking on distressed properties. Bob Flint added they will also be applying to the State's BRELLA program, which is an additional liability protection program that will be submitted prior to the closing. Bob Flint further added the closing is expected to be sometime in late May.

Bob Flint discussed the Phase One environmental report the new one completed will have to be updated because of timing, the consultant is expected to be on site next week, and they are working with the Mount Ascutney REGIONAL Commission to be ready to do a phase two environmental report after title has changed this summer. Bob Flint added the object of the game from their point of view is to be able to get in there to determine the extent of brownfield contamination on the property and determine the structural integrity of the property through that process that will be

something called an ECAA, Environmental Correction Action Alternatives that will weigh the cleanup cost versus the feasibility of those cleanup costs, both in terms of what can stay what can go in the building versus the expense of those things.

MOTION: Michael Martin moved to approve the revolving loan fund request for \$100,000 to the Springfield Regional Development Corp for the purchase of the property at 33 Park Street.

Seconded by: Crissy Webster

Town Manager Jeff Mobus requested a small addition to the motion that it is "for the purchase and assessment of the property.

Chair Kristi Morris confirmed the motion with the amendment as "**Motion to approve the purchasing of the property at 33 Park Street and enable environmental and engineering assessment to develop and execute redevelopment of the site if possible, and the immediate goal is to secure the property and reduce the degradation of the existing buildings.**"

Amended MOTION: Michael Martin moved to include the requested addition.

Amendment Seconded by: Crissy Webster

Doug Johnston via Zoom inquired what the current appraisal value of this property was at this time. Town Manager Jeff Mobus responded he believed it was assessed at \$57,000. Chair Kristi Morris noted that is on the Town website under the Assessment Department and we can pull up that piece of property and check it out. Chair Kristi Morris noted that there were previous discussions surrounding this piece of property and that they did know that value and that was prior to their consideration for moving forward with procuring the building at the amount that was agreed upon. Doug Johnston inquired if we're paying over the assessed value of the property.

Walter Martone commented that the \$100,000 includes other things besides the purchase of the property, noting it includes some of the work that SRDC is going to be doing to get all these clearances and protect liability, and he believes there's going to be some remediation to bring it in compliance with our vacant building ordinance, which means that all those broken windows have to somehow be addressed and the building needs to be secured so people can't go in there and get hurt. Chair Kristi Morris added to further clarify Doug Johnston's question the purchase price of the building is not the \$100,000, that includes the assessment and potential remediation and the securing of the building so this is just a revolving loan fund up to that amount to allow them to do that work. Chair Kristi Morris confirmed it was assessed at \$48,200. Doug Johnston inquired what the actual purchase price was of the building. Town Manager Jeff Mobus responded that he was not sure that is the public number because it's been between two private entities, the purchase and sales agreement is between SRDC and River Moguls LLC and the Town is not privy to that. Bob Flint added that will be available at closing when the Deed is recorded.

Doug Johnston commented that he would think the Selectboard would want a breakdown on what's being done instead of just the dollar amount to cover everything in that particular building. Town Manager Jeff Mobus responded that the Selectboard is aware of the breakdown, and they just can't release it yet as it is not public information yet. Further discussion ensued that the Selectboard has been involved in discussions about this building for a number of years to get to this point and this loan fund is for the purchase, assessment, potential remediation, and securing the building from its present condition of being open to the public and SRDC is acting as the purchasing agent for this.

Vote: 5-0, unanimous

E. FINANCIAL REPORTS

FY2023 Warrants to April 21, 2023 – copies on the website.

Town Manager, Jeff Mobus stated that any questions regarding these warrants should be directed to the Finance Director, Cathy Sohngen.

F. MANAGER’S REPORT

Town Manager Jeff Mobus presented the Manager’s Report included in the meeting packet. Town Manager Jeff Mobus added the town is working on reviving Project Action in conjunction with State officials and other agencies, there will be a number of focus groups to discuss challenges to be addressed to reduce violence and drug activity in Springfield. Town Manager Jeff Mobus further added these focus groups will each approach our challenges from different perspectives and will meet in the middle of May.

Town Manager Jeff Mobus discussed he will be reaching out to people to that approach this from a public safety perspective, from a mental health perspective, and from the school's perspective. Town Manager Jeff Mobus added it would be seven or eight different focus groups. Town Manager Jeff Mobus further added using information from these groups there will be a summit in June to develop action steps, noting he believes they have chosen June 12th for the summit, and it will be during the day and not the evening.

Town Manager Jeff Mobus discussed Library Director Sue Dowdell and himself participated in a webinar that discussed the new Municipal Energy Resiliency Program (MERP) and as a result he has submitted a request for a \$4,000 grant to do an ADA evaluation on Town buildings. Town Manager Jeff Mobus added that after that is done there will be energy evaluations done on at least a couple of the town buildings and at that point the town would be able to apply for a grant of up to \$500,000 update Town buildings with up to 20% of that project costs being allowed to address ADA deficiencies.

Town Manager Jeff Mobus provided the Board with a quick update on the three properties that the Board has issued demolition orders for that two of the property owners have been notified and the Town has been unable to deliver the order to the other property and as a result the town will have to print an order in our local paper of record and then wait 30 days before proceeding with any enforcement. Chair Kristi Morris inquired if there may be some action sooner than later on the June timeframe. Town Manager Jeff Mobus responded that once they've received notice the property owners have 90 days to comply. Town Manager Jeff Mobus added the two that have received notice are past the 10 days where they can apply for an appeal with the Board, and nobody has appealed the demolition orders. Town Manager Jeff Mobus further added they have 90 days from when they sign the receipt to effectuate the repair and come into compliance with the order, or then the town can then enforce the order and then put Liens on and go through that process.

G. FUTURE AGENDA ITEM PROPOSALS

No future agenda item proposals at the time of the meeting.

H. COMMITTEE REPORTS AND ANNOUNCEMENTS

Walter Martone announced that the Inclusion Committee sponsored another housing event this past Friday night and he believes they got the attendance they were expecting. Walter Martone added people seem to be very supportive of what was being done and enjoyed the format of the meeting and many of them have expressed an interest in getting involved in trying to work on housing issues.

Crissy Webster announced the Schoolboard voted on and put into the budget building new bleachers at the football field (Brown Memorial Field).

I. **OTHER MINUTES & CORRESPONDENCE**

Chair Morris read aloud the list of Other Minutes and Correspondence and noted these are all available online.

1. Springfield Cemetery Commission – Minutes of organizational meeting, April 19, 2023
2. Springfield Cemetery Commission – Minutes of regular meeting, April 19, 2023
3. Springfield On The Move – Minutes of March 16, 2023
4. Springfield Regional Chamber of Commerce – Green-Up Day announcement – May 6, 2023
5. Springfield Regional Development Corp. – Minutes of March 28, 2023
6. Springfield Town Library – Minutes of April 11, 2023
7. Springfield Town Library Strategic Planning Subcommittee – Minutes of April 13, 2023

J. **CITIZENS' COMMENTS**

Doug Johnston via Zoom commented he wanted to encourage the Town to take advantage of free advertisements for all these activities that are planned for the Town of Springfield to try to get more people who come to Springfield to enjoy those events. Doug Johnston added that he believed WCAX TV offers free advertisements on Saturdays and there are pamphlets that cover activities throughout the summer, noting he was not sure if there was a cost to be involved in those pamphlets. Chair Kristi Morris added he was sure it would be on the Town's website and then the individual organizations will be advertising. Jessica Martin Springfield on the Move Director added the Chamber of Commerce has a community calendar.

Crissy Webster announced that July 27 at 1 pm will be the Springfield Booster Club's first annual golf tournament and they will be raising money to support the booster club and Springfield's athletics as well as putting more money hopefully towards the bleachers. Crissy Webster added the location will be Crown Point Country Club.

Wes Marshall SAPA TV commented that regarding the bleachers they will be on one side of the ball field rather than on two and they will be a lot bigger and sturdier this year. Crissy Webster added they will be set further back so that they can actually have a regulated soccer field there. Jessica Martin Springfield on the Move Director added they will be ADA accessible too.

EXECUTIVE SESSION

For the purpose of discussing the negotiation or securing of real estate purchase or lease options in accordance with 1 V.S.A. Section 313(2). Town Manager Jeff Mobus and SRDC Executive Director Bob Flint are invited.

MOTION: Walter Martone moved to move into Executive Session and invite Town Manager Jeff Mobus and SRDC Executive Director Bob Flint.

Seconded by: Michael Martin

Vote: 5-0, unanimous

The Board moved into Executive Session at 9:32 pm, no actions expected to be taken after.

The Board returned from Executive Session at 10:20 pm, no further discussion or action taken.

K. ADJOURN

MOTION: Crissy Webster moved to adjourn the meeting.

Seconded by: Michael Martin

Vote: 5-0, unanimous

The meeting adjourned at 10:20 pm.

Respectfully submitted,

Carrie M. Kellow, Recording Secretary