

**TOWN OF SPRINGFIELD
SELECTBOARD HALL – 96 MAIN STREET – THIRD FLOOR
SPECIAL SELECTBOARD MEETING - ORGANIZATIONAL
THURSDAY, March 7, 2024**

APPROVED MINUTES

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

Town Clerk Barbara Courchesne, called the organizational meeting to order at 5:00 pm. Pledge of Allegiance was recited, and Roll Call was taken.

Selectboard Members: Chair Kristi Morris, Vice Chair Michael Martin, Michael Schmitt, Tara Chase, and Heather Frahm were present in-person.

Administration: Town Manager Jeff Mobus and Town Clerk Barbara Courchesne were present in-person.

School Board Liaison: Steve Karaffa was not in attendance, due to School Board commitment.

B. Organization of Selectboard

1. Oath of Office

Town Clerk Barbara Courchesne administered the Oath of Allegiance and Oath of Office to Michael Schmitt, Tara Chase, and Heather Frahm.

2. Elect Chair

MOTION: Michael Martin moved to elect Kristi Morris as Chair.

Seconded by: Heather Frahm

Vote: 5-0, unanimous

3. Elect Vice Chair

MOTION: Michael Schmitt moved to elect Michael Martin as Vice Chair.

Seconded by: Heather Frahm

Vote: 5-0, unanimous

4. Adopt Robert's Rules of Order for the transaction of business.

Chair Kristi Morris discussed that Robert's Rules has traditionally been adopted by the Board with item four being modified to allow the Chair to make and second motions to conduct business.

MOTION: Michael Martin moved to adopt Robert's Rules of Order modified to allow the Chair to make and second motions to conduct business.

Seconded by: Heather Frahm

Vote: 5-0, unanimous

5. Set Meeting Schedule.

Chair Kristi Morris discussed that per the Town Charter the Selectboard meets twice a month from September through May and one time per month June through August. Chair Kristi Morris continued that the Selectboard meets on the second and fourth Mondays of each month at 7:00 pm.

MOTION: Michael Schmitt moved to set the meeting schedule as suggested with the modifications through the Summer.

Seconded by: Tara Chase

Further discussion ensued that June and July would be the third Monday of those months and August would be the second Monday of that month. Additional discussion ensued to propose that the regular meetings start at 6 pm instead of 7 pm.

Amended MOTION: Michael Schmitt amended his motion to move the standard meeting time to 6 pm and where Public Hearings are required to start the Public Hearings at 6 pm and the Regular meeting follows immediately after the Public Hearings.

Amendment Seconded by: Tara Chase

Further discussion ensued that the Board agreed to the summer dates of June 17th, July 15th, and August 12th, 2023.

Vote: 5-0, unanimous

6. Designate Newspaper of Record.

Chair Kristi Morris discussed that for public notices, legal notices, and warnings the Board has selected The Shopper for a number of years. Additional discussion ensued that the State requires postings to be done in one printed newspaper. Town Clerk Barbara Courchesne noted that The Shopper is free and delivered to all residents.

MOTION: Michael Schmitt moved to adopt The Shopper as the newspaper of record.

Seconded by: Michael Martin

Heather Frahm inquired if they could designate two newspapers. Further discussion ensued that the requirement is only for one newspaper of record.

Vote: 5-0, unanimous

7. Designate Meeting Notice Posting Locations.

Chair Kristi Morris discussed that the current locations are the Town Website, the Town Hall on the Second Floor, the Springfield Town Library, and the North Springfield Post Office. Heather Frahm suggested that they add the Springfield Reporter to the designated meeting notice posting locations. Further discussion ensued that the Town Manager's Report gets printed in the Springfield Reporter and would likely increase costs of posting if they chose to include that, noting that we do pay for posting in The Shopper.

Further discussion ensued to clarify the difference between meeting notices and legal notices. Additional discussion ensued that the meeting packets and agendas do get posted on the Town's website.

MOTION: Michael Martin moved to designate that the meeting notices be posted on the Town Website, the second floor of Town Hall, the Springfield Town Library, and the North Springfield Post Office.

Seconded by: Heather Frahm

Vote: 5-0, unanimous

Town Manager Jeff Mobus reminded the Board that they had a site visit on March 11th, 2024, prior to the public hearing on discontinuing some town roads (that no longer exist) off of South Street in the South View development at 5:30 pm with the Public Hearing following at 6:00 PM, and the regular meeting starting immediately following the Public Hearing.

Town Manager Jeff Mobus discussed that at the March 11th, 2024, meeting, there will be an agenda item for the appointments to fill various Board and Committee positions that are now vacant due to expired terms. Town Manager Jeff Mobus added that he has notified Planning and Zoning Administrator Chuck Wise about DRB, Downtown Review, and Planning Commission positions that have expired terms. Town Manager Jeff Mobus continued that he also reached out to the Airport Commission, the Springfield Trails and Rural Economy Committee, and the Tree Warden about positions. Town Manager Jeff Mobus further reviewed the list of Selectboard Liaison positions that will need to be filled at the March 11th, 2024, meeting, and the incumbent liaison for each as follows:

- Airport Commission – Michael Martin
- Mount Ascutney Regional Commission – VACANT (was Walter Martone and he has interest in staying on if the Board so chooses)
- Planning Commission – VACANT (was Chrissy Webster)
- School District – Heather Frahm
- Southern Windsor County Regional Transportation Committee – Kristi Morris
- Springfield On The Move – Michael Martin
- Springfield Regional Development Corporation – Kristi Morris
- Springfield Trails and Rural Economy – Kristi Morris

- Inclusion Committee – Walter Martone (Regular member not a liaison position)

Michael Schmitt discussed that he would be happy to be the Planning Commission liaison, noting his current membership on the Commission. Town Manager Jeff Mobus discussed that he and the Town Attorney investigated if the Planning Commission membership and the Selectboard term were incompatible offices and they determined that these positions were not incompatible, though that it was preferred to not have the same person in both places because the Planning Commission recommends actions to the Selectboard and the Selectboard appoints members to the Planning Commission. Michael Schmitt added that he and Planning and Zoning Administrator Chuck Wise have discussed that Chuck Wise would prefer to have Michael Schmitt be the liaison for the Selectboard as opposed to be a member. Michael Schmitt recommended that he stay on as a voting member of the Planning Commission until a replacement is found for him, at which time he would move to the liaison position. Further discussion ensued that the Planning Commissioner positions would be advertised (noting there are two open positions on the Planning Commission), and Planning and Zoning Administrator Chuck Wise had some names of potential candidates that he would be following up on their interest in this role.

Further discussion ensued to gauge the interest of the Selectboard members for liaison and committee memberships preferred by each member.

Michael Martin expressed that his role as liaison to the Airport Commission seemed to be not useful to them. Michael Schmitt expressed interest in serving as liaison to the Airport Commission, noting the value of the airport to the Town and marketing benefits. Heather Frahm expressed interest in continuing her liaison role for the School District. Chair Kristi Morris expressed interest in continuing his role on the Mount Ascutney Regional Transportation Advisory Committee (MARTAC). Michael Martin expressed interest in continuing his liaison role for Springfield on the Move. Chair Kristi Morris expressed interest in continuing his role for the Springfield Regional Development Corporation (SRDC) and Springfield Trial and Rural Economy (ST&RE).

Town Manager Jeff Mobus noted that they will be discussing creating a Capital Planning Committee at the next Selectboard meeting and he believes at least one member of the Selectboard should be included in that. Michael Martin noted he would like to see two Selectboard members included in that ad-hoc committee. Heather Frahm expressed interest in being involved in the Capital Planning Committee, SRDC, and School District. Tara Chase expressed interest in the School District, Inclusion Committee, and MARC.

Chair Kristi Morris reminded the new Selectboard members of Open Meeting Laws and cautioned them to not meet in groups of three (a quorum), not sending emails to all, and not replying all to emails. Further discussion ensued that there are exceptions in the Open Meeting laws for attending townwide public events such as sporting events.

Heather Frahm commented that she would like the Board to have a day retreat where they can brainstorm and discuss things. Further discussion ensued that the meeting would still need to be warned and open to the public as Open Meeting Laws still apply.

C. ADJOURN

MOTION: Michael Martin moved to adjourn the meeting.

Seconded by: Heather Frahm

Vote: 5-0, unanimous

The meeting adjourned at 5:53 pm.

Respectfully submitted,

Carrie M. Kellow, Recording Secretary