

**TOWN OF SPRINGFIELD
INCLUSION COMMITTEE**

Meeting

Tuesday, December 16, 2024, 5:00 p.m.

Springfield Town Library • 43 Main Street

Join Zoom Meeting

<https://us02web.zoom.us/j/87995333961>

Meeting ID: 879 9533 3961

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Agenda

1. **Call to Order:** Chair patrice jones called the meeting to order at 5:02pm.
 - a. Present in person: patrice jones, Charis Boke, Dan Bannon, Caroline Comley, Char Osterland, Carol Knight, Traci Price
 - b. Absent: Tara Chase
2. **Additions / Subtractions to the Agenda:** no additions or subtractions to the agenda
3. **Public Comment:** Public present – Sara Jane
4. **Announcements:** Charis attended the Liberty Food Fest at the BF Opera House.
5. **Approval of Minutes of the October meeting:** Charis moved, and Caroline seconded that we accept the October minutes as presented. All in favor.
6. **New Business**

Vermont Statewide Housing Conference (Charis) – Charis will send each of us documents to review and discuss at our next meeting on January 28th. Decide who will give feedback.
7. **Old Business**
 - a. Gendered language in Conflict-of-Interest Policy (town and VLCT) – Char stated the VLCT accepted all changes to make gender neutral, take him/her out. The select board has not approved yet.
 - b. Hate speech incident at Riverside Middle School – No update
 - c. SSD Inclusion Committee update – Caroline emailed the committee members her notes and will take our suggestions back to the committee.
 - d. Police complaint form – no update
 - e. Form for public to report incidents to committee – Charis – Start Google account, email will only go to one person on DOI committee. Patrice will ask Barabara about setting up. Responses downloaded in excel spreadsheet. The submitter will get confirmation right away but will have to wait until our next meeting for any feedback.
 - f. Budget Advisory Committee – no update
 - g. Visits to other town committees – patrice attended the Conservation Committee meeting, well received and excited that we reached out. They are working on their

statement of purpose and other docs which patrice and Traci will look over. Char will attend the Springfield Trails and Rural Economy Committee meeting after January.

- h. HR department practices – proxy – patrice will ask Jeff
- i. Subcommittee reports
 - i. Youth – no update
 - ii. Stigma reduction – no update
- j. Review of selected town policies and procedures
 - i. health officer – what they are and do? Keep on agenda
 - ii. police department – no update
- 8. Potential Recommendations to Selectboard – no update
- 9. Set date and place of next regular meeting: January 28th at 5pm at Springfield Town Library
- 10. Adjournment – moved by Char, seconded by Dan to adjourn. All in favor. Adjournment at 6:25pm.

Respectfully submitted

Carol-Lynn Knight, January 6, 2025

Updated by Carol-Lynn Knight, January 28, 2025

Pending agenda items: Recommendation that Springfield form a Housing Committee, New town employee handbook, town hiring policies, departmental procedures for putting DOI into practice, park policies follow-up, fire department complaint procedures, parks reservations, fair housing information for landlords, discussion with police department representative, committee vacancy, welcome packet for new members.