

**TOWN OF SPRINGFIELD
SELECTBOARD HALL – 96 MAIN STREET – THIRD FLOOR
REGULAR SELECTBOARD MEETING
MONDAY, August 15, 2022**

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, and Parks and Rec Director Chris Merrill were present in-person. Water/Wastewater Superintendent Rick Chambers, Finance Director Cathy Sohngen, and Library Director Sue Dowdell joined via Zoom.

School Board Liaison: Steve Karaffa was not present

B. MINUTES

1. Regular Selectboard Meeting – July 11, 2022

MOTION: Michael Martin moved to accept the minutes of Monday July 11, 2022, as presented, and distributed.

Seconded by: Crissy Webster

Vote: 5-0, unanimous

Town Manager Jeff Mobus noted that those were the last planned minutes for Town Manager Assistant Brian Benoit to take and going forward the new Town Assistant Carrie Kellow would be doing the minutes.

C. ANY REQUESTED ADDITIONS TO THIS AGENDA

No requested additions to this agenda.

D. NEW BUSINESS

ITEM #1 Act on Resignation of Library Trustee

Town Manager Jeff Mobus presented the resignation from Library Trustee Greg Supernovich to regrettably resign due to personal reasons from the Library Board of Trustees included in the meeting packet. Town Manager Jeff Mobus stated that an advertisement for this position was already included with this week's Ads. Walter Martone clarified that the position is an elected position appointed for the balance of the term.

MOTION: Walter Martone moved to accept with the resignation of Library Trustee Greg Supernovich

Seconded by: Everett Hammond

Chair Kristi Morris added that the motion was with regrets obviously when we get volunteers to step forward for boards and commissions and then they resign for whatever reason it's always sad to see them go.

Vote: 5-0, unanimous

ITEM #2 Cannabis Control Resolution and Rules for Operation

Town Manager Jeff Mobus presented the Cannabis Control Resolution and Rules for Operation included in the meeting packet.

Chair Kristi Morris asked if the Board wanted the motion to include both the Cannabis Control Resolution and Rules for Operation as one motion, or if they wanted the items to be separate motions.

MOTION: Crissy Webster to include both the Cannabis Control Resolution and Rules for Operation as one motion to approve.

Seconded by: Michael Martin

Everett Hammond asked if this resolution was based off the sample resolution from the State of Vermont. Walter Martone responded that it was taken word for word except for the blanks from the State of Vermont's sample resolution. Walter Martone noted that page 3, item 4b for Annual Renewals may need to be stricken this provision as the State of Vermont had not approved this yet or may need to adopt a separate ordinance to allow us to include that.

Walter Martone stated that they had been making sure owners were current on property taxes and Water and Sewer for Liquor Licenses so they included this in the Cannabis Control Resolution, but the State of Vermont is strict about what you can and cannot do with authorizing retail licenses. Walter Martone stated he contacted the State of Vermont and they have not given an answer yet but questioned if we do this through a separate ordinance. Walter Martone noted that we do not have a separate ordinance at this time but may consider one in the future.

Town Clerk Barbara Courchesne is not sure what the retail license will look like but hopes that it will include a place for the local control members to sign off on. If the retail license does not include this Town Clerk Barbara Courchesne will create something to go with it that the Zoning Administrator, taxes are paid, and the Selectboard signs off.

Crissy Webster asked if the item should be removed now and made as a separate item. Walter Martone said it can be left for now as it will be 1 year before anyone renews their license and revisions can be made before the renewal period if needed.

Chair Kristi Morris stated he assumed the local Cannabis Control Commission will need to provide reason if they decline any applicants. Town Clerk Barbara Courchesne sighted if we say no to liquor licenses the State generally abides by our decision, but we have not been in that position before.

Jessie Jesiolowski of Brownsville, via zoom introduced herself as the owner of OG Vermont and Old Growth Organics Cannabis and noted her business has an Outdoor Tier 2 cultivator with the State of Vermont currently. Jessie Jesiolowski sighted she was hoping to obtain a Cannabis Retail License in Springfield in the future and had been working with Zoning Administrator Renee Vondell for a previous property they had attempted to acquire which fell through. Jessie Jesiolowski was impressed with Springfield's ability to rally in a lot of ways old mill towns have not been able to and noted they are strong in addiction recovery community which has also led them to Springfield.

Jessie Jesiolowski mentioned they were hoping to close on 409 River Street in next few weeks. Jessie Jesiolowski was excited for Springfield's Cannabis Control Commission as it is good for the community, streamlines things, and makes information available to the Board and Public, she offered her assistance as a resource for the CCC, noting she had over a year of experience on similar boards.

Jessie Jesiolowski stated that the Town should be able to deny or revoke applicants on the municipal guidance. Jessie Jesiolowski sighted the local commission can deny, suspend, or revoke local control license if it violates conditions placed on the license but you must inform the Board of that, and it also says if the local control commission requires a license the Cannabis Establishment must obtain one before obtaining one from the State.

Vote: 5-0, unanimous

ITEM #3 Event Permit – Parks and Recreation – September 10, 2022

Town Manager Jeff Mobus presented the Event Permit-September 10, 2022, included in the meeting packet, and introduced Parks and Rec Director Chris Merrill for any additional information Chris would like to add and to answer any further questions about the event.

MOTION: Everett Hammond to approve Parks and Recreation Event Permit application for an event on September 10, 2022, being chaired by Parks and Rec Director Chris Merrill.

Seconded by: Walter Martone

Vote: 5-0, unanimous

Chair Kristi Morris followed-up with a question not relevant to the Basketball courts regarding the new pavilion that was erected asking for comment on it and Town Manager Jeff Mobus pointed out this was included with the next item on the agenda.

ITEM #4 Parks and Recreation Update, focused on Municipal Pool

Town Manager Jeff Mobus presented the Parks and Recreation Update, focused on the Municipal Pool included in the meeting packet and noted that the funds for the pavilion were funded by a grant and introduced Parks and Recreation Director Chris Merrill to provide the details. Parks and Recreation Director Chris Merrill sighted that the pool did not open this year due to several issues. He sighted among the issues the State report was delayed, mechanical issues involving the pool filtration system, and supply chain issues, the bigger issues ongoing being the chlorinator and supply chain issues. With these delays Chris stated that they turned their focus to less expensive repairs, cleaning of facilities, sanitation, and beautification projects. Some of these projects included fixing the flow sensors, small painting projects, and removing fountains.

Everett Hammond inquired about the cracks in the pool. Parks and Recreation Director Chris Merrill sighted that these cracks were deck issues and could be worked around, but the pool did not have any issues holding water. Chair Kristi Morris asked if Parks and Recreation Director Chris Merrill had hired any professional services to get the pool in order. Parks and Recreation Director Chris Merrill responded they had not hired professional services at this time, as they were aware of less expensive fixes they could do first.

Crissy Webster stated that due to the Town Pool not opening this year, Edgar May Health Center was offering swimming to the public for the same rates as the Town Pool. She reiterated that you do not need to be a member to take advantage of this offer.

Everett Hammond sighted that at some point the lifespan of the pool may need to be reassessed given the age of the pool. No further comments on the pool.

Parks and Recreation Director Chris Merrill stated that Tammy Stagner had gotten the grant and the Pavilion project was intended to start last November. He sighted the contractors had delays in availability. The Pavilion is intended for outdoor learning for the All-4-One Program and was open for public use. Parks and Recreation Director Chris sighted that the Community Band had inquired about the possibility of using the pavilion for concerts and library programs had shown interest. Chair Kristi Morris asked if the Pavilion was being rented. Parks and Recreation Director Chris Merrill responded that he did not have an answer for that question at this time. Town Manager Jeff Mobus asked if Parks and Recreation had a calendar for the Pavilion, to which Parks and Recreation Director Chris responded yes.

Weston Marshall of Sapa TV, asked where the location of the pavilion was, and Parks and Recreation Director Chris Merrill responded it was near the baseball fields. Chair Kristi Morris asked if it interfered with diamond four and Parks and

Recreation Director Chris responded that it did not. Parks and Recreation Director Chris sighted that the pavilion provides added covered seating to this field.

ITEM #5 Proclamation for Overdose Awareness Day

Town Manager Jeff Mobus presented the Proclamation for Overdose Awareness Day that was included in the meeting packet. Last year Former Board Member Stephanie Thompson asked the Board to issue a proclamation that August 31st is International Overdose Awareness Day, and she would like the Board to include August 21st as National Fentanyl Awareness Day as well on the Proclamation. Town Manager Jeff Mobus read the proclamation included in the meeting packet.

MOTION: Walter Martone to approve Proclamation for Overdose Awareness Day, specifically adding August 21st as National Fentanyl Awareness Day

Seconded by: Everett Hammond

Vote: 5-0, unanimous

ITEM #6 Revolving Loan Fund Update

Town Manager Jeff Mobus presented the Revolving Loan Fund Update that was included in the meeting packet and introduced Finance Director Cathy Sohngen who attended via zoom to discuss the details. The list included shows details of the six bank accounts that hold the approximate balance of \$580,000 available to loan. Town Manager Jeff Mobus sighted that there are two delinquent loans, one loan for Flying Crow that he will reach out to the State to get details on discharging and one loan Rusted Roof otherwise known as Copper Fox, which he feels confident Copper Fox will be paying as they made a substantial payment to it recently.

The Flying Crow loan is anticipated to be a write-off for \$9,005.00. Walter Martone inquired if delinquent notices are sent to the borrowers based on payment schedules. Town Manager Jeff Mobus stated they do get notices. Crissy Webster mentioned that we have still been able to collect in the past from businesses that were no longer there. Town Manager Jeff Mobus stated that Flying Crow has not responded to any attempts to contact them.

Walter Martone clarified page 2, The Receivable Notes does not show any grant listed and asked if we did any this year. Town Manager Jeff Mobus stated we did not do any grants this year. Walter Martone added that he noticed there were actually 7 different bank accounts as opposed to 6 mentioned by Town Manager Jeff Mobus and asked if there were any encumbrances with these accounts or specific potential loans that could be made as opposed to others. Town Manager Jeff Mobus noted that the Board redid the Revolving Loan Policy and there are a number of things we can do with these funds.

Michael Martin asked why there were so many different accounts and Town Manager Jeff Mobus stated that at one time we had to keep track of the funds when they were received from Vermont Economic Development, and we had to send a portion of the funds repaid back to the State. Finance Director Cathy Sohngen stated every bank account is a separate loan and that once we no longer need to report these funds the Town may be able to combine them. Crissy Webster asked if any of the accounts were interest bearing and Finance Director Cathy Sohngen stated they were as a couple of them were CDs, a couple were checking, and a couple were savings.

Finance Director Cathy Sohngen stated the balances were as of June 1st, 2022. Michael Martin asked what the repayment schedule was for the \$1.1 million dollar loan balance was. Finance Director Cathy Sohngen stated the payment schedule

varied by loan and was included in the Annual Town Report as it is required by audits. Michael Martin requested an annual report for the Selectboard. Chair Kristi Morris requested for the update around August annually.

ITEM #7 State Revolving Loan Fund Agreement – Contract J

Town Manager Jeff Mobus presented the State Revolving Loan Fund Agreement Contract J included in the meeting packet. Michael Martin had a question that there are two parts to this packet, one is the loan agreement that they need to move for the Chair to sign and the second part is Exhibit D that he believed the Board is required to adopt a Resolution and a Certificate, he requested to make a motion to adopt Exhibit D the Resolution and the Certificate for signature of the Board Members as well as to approve the Loan Agreement authorize the Chair to sign the Agreement.

MOTION: Michael Martin moved to approve the Revolving Loan Fund Agreement for contract J to be signed by the Board Chair and Exhibit C and D to be signed by the entire Board.

Seconded by: Crissy Webster

Vote: 5-0, unanimous

ITEM #8 Grant Agreement Resolution – CDBG for Park Street

Town Manager Jeff Mobus presented the Grant Agreement Resolution – CDBG for Park Street included in the meeting packet. Town Manager Jeff Mobus noted there were a lot of moving pieces and prerequisites in order to get this Grant Agreement Resolution.

MOTION: Michael Martin moved to approve CDBG (Community Development Block Grant) Grant Agreement Resolution applied for last year for of \$500,000.00 for the Springfield Regional Development for Life Safety code enforcement at the former Park Street School.

Seconded by: Crissy Webster

Crissy Webster asked if we have to match any funds and Town Manager Jeff Mobus stated that we do not as it was one of our conditions we had to acquire this grant.

Vote: 5-0, unanimous

Chair Kristi Morris asked when this grant would be available, and Town Manager Jeff Mobus stated that this form needed to be returned to the State after it was signed by the board then the Grant would be executed.

ITEM #9 Greeley Road Project

Town Manager Jeff Mobus presented the Greeley Road Project included in the meeting packet. Everett Hammond asked if the project had already been started and Town Manager Jeff Mobus stated it had not been started yet. Chair Kristi Morris clarified this was for the lower section of Greeley Road near Skitchewaug Trail, a section where they have to do annual maintenance.

MOTION: Crissy Webster moved to approve the Greeley Road Grant application for Gurney Brothers to install drainage and other road maintenance, not to exceed \$42,125.00.

Seconded by: Walter Martone

Crissy Webster asked if it would be difficult to complete the project without the additional \$7,700.00. Town Manager Jeff Mobus responded we can complete this section by section and confirmed this with Water/Wastewater Superintendent Rick Chambers who joined via Zoom.

Vote: 5-0, unanimous

ITEM #10 Public Safety Update

Town Manager Jeff Mobus presented the Public Safety Update included in the meeting packet and introduced the final candidate for Springfield Police Chief Jeff Burnham of Lincoln, NH, currently Deputy Chief of 10 years in Lincoln, NH.

Jeff Burnham mentioned he is looking forward to the opportunity and believes that he has worked enough time in his current administrative position to understand the demands of a Police Chief. Jeff Burnham stated that he understands the importance of a Police Chief that is working with and alongside staff. Jeff Burnham mentioned he has investigated everything from overdue library books to homicide. Jeff Burnham mentioned the challenges would be administrative challenges to balance the needs of the Town, the staff, and the building and he is looking forward to the opportunity. Jeff

Town Manager Jeff Mobus mentioned that Jeff Burnham wants to work with all resources available to the community and is currently involved in the Lincoln NH Bridge Project. Jeff Burnham responded to Walter Martone that he does plan to move here in the future but is in the preliminary stages.

ITEM #11 Covid-19 Update

Town Manager Jeff Mobus presented the Covid-19 Update included in the packet and introduced Water/Wastewater Superintendent Rick Chambers who joined via Zoom for additional information or to address any questions.

Discussion ensued as to if the Town should go back to testing the Wastewater for Covid variants. Michael Martin commented he wanted to know if the testing was just for statistically significant or if it's even helpful. Town Manager Jeff Mobus mentioned that the reports in the past gave us information on the variants and amounts of the virus in the Town's Wastewater. Crissy Webster sighted that the virus has adapted to be like the flu and generally there are other indicators of the uptick of the virus in the community and asked if we should be taxing the staff with this burden when they are already short staffed.

Water/Wastewater Superintendent Rick Chambers noted that the burden is not significant on the staff but sighted they are newer staff. Water/Wastewater Superintendent Rick Chambers stated that the staff member that would be responsible for the testing was his most senior staff member and sighted that his time would be best spent training the newer staff. The testing takes 4-6 hours per week.

Further discussion about the cost and burden on the Wastewater staff ensued. Michael Martin asked if we stop then start testing again later is there a loss of money or effectiveness with the test. Water/Wastewater Superintendent Rick Chambers stated that the testing is just a sample jar that gets requested from and sent back to the State with no loss of investment involved. Chair Kristi Morris stated the decision to start testing Wastewater should be left up to the decision of Town Manager Jeff Mobus and the Water/Wastewater Director.

Library Director Sue Dowdell joined via Zoom mentioned that the library received a shipment of Covid tests that are available to the public to receive for testing kits each and the Vermont Department of Health is encouraging the public to submit the results through the online portal.

E. FINANCIAL REPORTS

FY2022 Warrants to August 11, 2022 – copies on website

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

F. FUTURE AGENDA ITEM PROPOSALS

Everett Hammond asked for a Payment Report and Town Manager Jeff Mobus stated it was in the Town Manager's Report which is next on the agenda.

G. TOWN MANAGER'S REPORT

Town Manager Jeff Mobus presented the Town Manager's Report included in the meeting packet. Town Manager Jeff Mobus mentioned Springfield on the Move had been holding weekly concerts at the Comtu Cascade Park and noted the addition of the crossing light added to the crosswalk to the park. Town Manager Jeff Mobus added that the registration for the Vermont League of Cities and Towns, Town Fair 22 was due soon.

H. COMMITTEE REPORTS AND ANNOUNCEMENTS

Crissy Webster stated she was attending the Planning Commission again and that two reports were included in the Committee Reports Packet.

Michael Martin and Walter Martone are diligently working on the new Land Use Ordinance formerly called the Zoning Bylaws for adoption by the Selectboard. Michael Martin mentioned there will be a meeting on Wednesday August 17th, 2022, at 1 pm in the Selectboard Hall and on Zoom if anyone wanted to attend. Walter Martone added that they were on a very tight deadline for the Selectboard to adopt the Land Use Ordinance and it must be adopted by November 12th Selectboard Meeting or the whole project will need to be scraped and the Planning Commission will need to start over.

Walter Martone stated he and Michael Martin planned to get the Land Use Ordinance completed for review the first Selectboard meeting of September. Michael Martin stated they planned to have the first public hearing September 26th, 2022. Michael Martin stated the process for the Land Use Ordinance was to have the first public hearing, then second hearing, and if no changes then can be adopted and are hoping the timeline will allow for any changes and the adoption.

Chair Kristi Morris asked if the Selectboard had to review before the Land Use Ordinance went to the public or if it could be done all at once. Walter Martone stated yes and noted the charter only required one public hearing if there were no changes.

Chair Kristi Morris mentioned he was on the Trails & Rural Economy Committee and there were two reports included in the meeting packet. Chair Kristi Morris stated they Trails & Rural Economy Committee had worked with the highway department Supervisors and other staff to discuss where kiosks will be placed. Installation is hoped to be done this week at Hartness Park. Chair Kristi Morris wanted to point out that the Trails & Rural Economy Committee was looking to be holding a 5k along the Toonerville Trail to be scheduled in September.

Walter Martone stated the Regional Planning Commission preliminarily approved for setting a public meeting for their Regional Plan for public hearing. Walter Martone stated this was important because it includes criteria for Act 250 and the Town Plan needs to be consistent with the Regional Plan.

Walter Martone stated that the Declaration of Inclusion Committee has been very active and scheduling special meetings to work through items and collect information, noting the new member was the Weathersfield Town Manager.

Everett Hammond announced the block party for Lincoln Street was great.

I. OTHER MINUTES & CORRESPONDENCE

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

1. Springfield Airport Commission, Minutes of May 25, 2022
2. Springfield Airport Commission, Minutes of June 23, 2022
3. Springfield Housing Authority, Minutes of July 12, 2022
4. Springfield Inclusion Committee, Minutes of July 20, 2022
5. Springfield Inclusion Committee, Minutes of Housing Workshop, August 4, 2022
6. Springfield Ordinance Committee, Minutes of July 8, 2022
7. Springfield Ordinance Committee, Minutes of August 4, 2022
8. Springfield Planning Commission, Minutes of July 7, 2022
9. Springfield Planning Commission, Minutes of August 3, 2022
10. Springfield Public Works, Highway Division, Monthly Report of July 2022
11. Springfield Town Library Trustees, Minutes of July 12, 2022
12. Springfield Town Library Trustees, Minutes of August 9, 2022
13. Springfield Senior Center, Newsletter of August 2022
14. Springfield Trails & Rural Economy Committee, Minutes of June 23, 2022
15. Springfield Trails & Rural Economy Committee, Minutes of July 28, 2022
16. Springfield Wastewater Treatment Plant, Monthly Report of June 2022
17. Springfield Wastewater Treatment Plant, Monthly Report of July 2022
18. Springfield Water System Division, Monthly Report of June 2022
19. Springfield Water System Division, Monthly Report of July 2022
20. VLCT Notice of 2022 Town Fair, Killington, October 6-7, 2022

J. CITIZENS' COMMENTS

Chair Kristi Morris recognized Doug Johnston, former Police Chief of Springfield who joined via Zoom. Doug Johnston wondered after executive session if they would be returning and taking any acts after. Chair Kristi Morris stated that it was not anticipated, and the Executive session was just updates and status report on two items that were outlined in the agenda.

K. EXECUTIVE SESSION

Under the provisions of 1 V.S.A. Section 313 (a)1, the purpose of this executive session is to discuss contracts, labor relations agreements with employees, arbitration, mediation, grievances, civil actions, or prosecutions by

the state, where premature general public knowledge would clearly place the state, municipality, other public body, or person involved at a substantial disadvantage. Town Manager Mobus is invited.

Under the provision of 1 V.S.A. Section 313 (a)2, the purpose of this executive session is to discuss the negotiating or securing of real estate purchase options. Town Manager Mobus is invited.

MOTION: Michael Martin moved into Executive Session for purposes as forementioned.

Seconded by: Crissy Webster

Vote: 5-0

L. ADJOURN

MOTION: Michael Martin moved to adjourn

Seconded by: Crissy Webster

Vote: 5-0, unanimous

The meeting adjourned at 9:30 pm.

Respectfully submitted,

Carrie M. Kellow, Recording Secretary