

**TOWN OF SPRINGFIELD
SELECTMEN'S HALL – 96 MAIN STREET – THIRD FLOOR
REGULAR SELECTBOARD MEETING
MONDAY, JANUARY 25, 2016 @ 7:00 PM**

MINUTES

A. **CALL TO ORDER AND ROLL CALL:** Chairman, Kristi Morris, called the meeting to order at 7:00 PM. The Pledge of Allegiance and Roll Call was taken.

Board Members Present: Chairman, Kristi Morris, Vice-Chairman, Stephanie Thompson, Peter MacGillivray, George McNaughton, and Walter Martone.

Town Administration: Town Manager, Tom Yennerell, Finance Director, Cathy Sohngen, and Town Clerk, Barbara Courchesne.

B. **ANY REQUESTED ADDITIONS TO THE AGENDA:** Town Manager Yennerell requested to add Item #10; Stipulated Value Form for Mr. & Mrs. Robert M. Cankes of 23 Highland Road, Springfield, VT. No one objected to the addition of Item #10.

C. **MINUTES:**

1. Regular Selectboard, Meeting Minutes, January 11, 2016
2. Special Selectboard, Meeting Minutes, January 20, 2016

MOTION: Vice-Chairman, Stephanie Thompson, moved to approve the Regular Selectboard, Meeting Minutes of January 11, 2016 and Special Selectboard, Meeting Minutes of January 20, 2016 as submitted.
Seconded by Walter Martone
Vote: 5 Yes, passed unanimously

D. **SIGNING OF THE 2016-2017 WARRANT:**

ITEM 1: Selectboard Members sign the combined Town and School 2016-2017 Warrant – Town Clerk, Barbara Courchesne, presented the Selectboard Members the original for signing.

MOTION: Peter MacGillivray moved to adopt and sign the combined Town and School 2016 – 2017 Warrant as printed and distributed.
Seconded by Vice-Chairman, Stephanie Thompson.
Vote: 5 Yes, passed unanimously

E. **OLD BUSINESS:**

ITEM 2: Demolition Order Landowner and Project Manager Updates – The following two, (2), residents were requested by the Selectboard members to return tonight and provide a status update of their properties.

15 Furnace Street, Mr. Kenneth Reynolds: Town Manager Yennerell noted that Mr. Kenneth Reynolds was present and ready to provide the requested update. Mr. Reynolds stated he did not accomplish as much as he had hoped to due to the weather. He had found out from a reliable source this was not the right time of the year for mortar work; in order for the mortar to set the temperature should be about 50 degrees. Mr. Reynolds tried working on the roof and gutters using a ladder and was not comfortable; he is proposing to rent staging for this work. He also shared that just about all the debris has been removed; he has a small car and has been making many trips to the recycling center. Mr. Reynolds requested the Selectboard grant him more time to accomplish his repair work.

MOTION: George McNaughton moved to grant Mr. Reynolds an extension of time until the next Selectboard Meeting, February 8, 2016, to have the balance of the debris removed and for the mortar work and the roof & gutter work completed by April 30, 2016.
Seconded by Peter MacGillivray.
Vote: 5 Yes, passed unanimously

69 Park Street. Mr. Ray Thibeault: Town Manager Yennerell noted that Mr. Raymond Thibeault was not present to provide an update on the status of the work to be completed at 69 Park Street. George McNaughton noted there was still debris outside in the yard. Mr. McNaughton inquired how long it would take for bids to demolish the property. Town Manager Yennerell stated it would take approximately three, (3), to four, (4), weeks for contractors to receive a "Request for Bids", review the property to be demolished, and to submit a bid for demolition. Once the Town awards the demolition to someone; it could take up to another month for the actual demolition to happen.

MOTION: Vice-Chairman, Stephanie Thompson, moved to follow through with the demolition order for 69 Park Street and for the Town Manager to solicit demolition bids from contractors.
Seconded by Walter Martone

Richard Andrews, resident, stated that 69 Park Street was close to his home and wouldn't mind the property being demolished and cleaned up. He feels the Selectboard are being played.

Vice-Chairman Thompson stated she did not have any sympathy for absent landlords and felt the landlord has had enough time to accomplish the request made from the Selectboard.

Vote: 5 Yes, passed unanimously

George McNaughton also commented that he has noted the work and effort that Mr. Will Hunter has put into his properties located at 103 and 105 Clinton Street. The house, apartment building, and the garage have been done over and painted on the outside.

F. NEW BUSINESS:

ITEM 3: VTrans Mileage Certificate - Town Manager Yennerell explained that annually the Town must update a Certificate of Highway Mileage and the Selectboard must approve the certificate. The total amount of mileage submitted is used to calculate transportation state aid to the Town.

MOTION: George McNaughton moved to approve the VTrans Certificate of Highway Mileage year ending February 10, 2016.
Seconded by Walter Martone

Chairman Morris stated the total Highway Mileage for the Town of Springfield did not change from last year. He read outload the breakdown of road mileage for the Town:

Class 1 Roads	-	2.879	Miles
Class 2 Roads	-	19.89	Miles
Class 3 Roads	-	100.70	Miles
State Highway	-	<u>28.107</u>	<u>Miles</u>
Total	-	151.576	Miles

Vote: 5 Yes, passed unanimously.

Mr. Raymond Thibeault arrived at 7:25 PM stating that this was the time he was told to show up. Chairman Morris updated Mr. Thibeault that the structure located at 69 Park Street was ordered for demolition and the Town Manager would be requesting bids for demo. Mr. Thibeault was clearly upset with the news and went on to state he had money and a lot of time invested in this property. The owner had also spent a great deal of money on the property too. When Mr. Thibeault was before the Selectboard on December 28, 2014 he was submitting his paperwork for a permit from the State the next day. The State did not issue Mr. Thibeault a permit because the paperwork was incomplete. Mr. Thibeault still does not have a State permit. Mr. Thibeault asked the Selectboard to grant him until the next meeting, February 8, 2016, and he was sure he would be issued a State permit.

Vice Chairman Thompson stated she was not taking back her motion to follow through with the demolition and for the Town Manager to request bids for demolition. She also stated the Town of Springfield has too many absent landlords that do not do anything with their properties.

George McNaughton suggested the Selectboard follow through with the motion, which as indicated would take approximately seven, (7), to eight, (8), weeks and that Mr. Thibeault could have until the Selectboard Meeting on February 22, 2016 to provide proof that he has received a State permit. The Selectboard agreed with this suggestion. However, Walter Martone stated he would also be looking for a schedule of when work would be completed before he supported anything else.

ITEM 4: Receipt of Town Plan, Chapters 10 and 11 – The Planning Commission has completed the review and amended Chapter 10, Economic Development and Chapter 11, Land Use of the Springfield Town Plan and are submitting the two, (2), chapters and related maps to the Selectboard for review and to hold Public Hearings.

MOTION: Walter Martone moved to approve the receipt of Chapter 10, Economic Development, and Chapter 11, Land Use, and related maps of the Springfield Town Plan from the Springfield Planning Commission. In addition, the first Public Hearing will be held on Monday, March 14, 2016 @ 7:00 PM and the second Public Hearing will be held on Monday, March 28, 2016 @ 7:00 PM.
Seconded by Vice-Chairman, Stephanie Thompson.

There was a short discussion as to the Public Hearing process. 6 Town Manager Yennerell stated he would check into the matter and let everyone know.

Vote: 5 Yes, passed unanimously

ITEM 5: Approval of Parade Permit – Joseph Cerniglia has submitted a Parade Permit for the 11th Annual Springfield Dam Run and Walk.

MOTION: Vice-Chairman, Stephanie Thompson, moved to approve the request from Joseph Cerniglia to host the 11th Annual Springfield Dam Run and Walk to be held on Sunday, May 1, 2016 from 8:00 AM through 11:30 AM. The Runners and Walkers will start and finish at 335 River Street, the Town will be provided with a Liability Insurance Certificate for the day of the event, and the Police Department will be contracted for traffic control.
Seconded by George McNaughton
Vote: 5 Yes, passed unanimously.

ITEM 6: Approval of Toonerville Trail Permit – Clint Burleson on behalf of Mainly Marathons has requested the use of the Toonerville Trail on Tuesday, May 17, 2016 for the second time. Mainly Marathons will be stopping in Springfield for one day of the New England Series, which is a three-day tour.

MOTION: George McNaughton moved to approve the request from Clint Burleson on behalf of Mainly Marathons to use the Toonerville Trail on Tuesday, May 17, 2016 from 5:00 AM through 3:00 PM. The participants of the New England Series race will start and finish at 290 Clinton Street, the Town will be provided with a Liability Insurance Certificate for the day of the event and the Parks & Recreation Department will be notified of the event.
Seconded by Peter MacGillivray
Vote: 5 Yes, passed unanimously

ITEM 7: Discuss Potential Land Donation from McDonalds - Town Manager Yennerell stated he is looking for feedback from the Selectboard if they are interested in the potential land donation from McDonalds. McDonald's USA, LLC would like to donate a 1.4 area parcel to the Town. It is located beside and upstream of the restaurant. A subdivision would be required and there is no regulatory reason why it would not be granted. They have agreed to grant an access easement through the restaurant lot to the new lot. A direct access via Route 106 is unlikely or impractical due to topography and line of sight. There are disadvantages and advantages; the Town would lose an estimated \$806.52 annually in taxes and there is the potential for a future river access point and small park.

The Selectboard expressed an interest in this proposal and requested the Town Manager to research the project further. The Selectboard was interested in knowing about environmental hazards, suggested the ACT 250 permits be pulled and reviewed, and would like to see a drawing of the suggested easement.

ITEM 8: Charter Change Committee Update – Town Manager Yennerell turned the floor over to Walter Martone and Peter MacGillivray. Mr. MacGillivray and Mr. Martone recommended the Selectboard members approve the recommendations contained within their report for a process to review, update, and amend the Charter of the Town of Springfield.

MOTION: Vice-Chairman, Stephanie Thompson, moved to acknowledge and adopt the Charter Review Committee's recommendations as submitted.
Seconded by Walter Martone.

Chairman Morris read out loud the four, (4), recommendations from the Charter Review Committee. Please note the attached copy.

Vote: 5 Yes, passed unanimously

ITEM 9: Consent Agenda Usage Proposal – Town Manager Yennerell proposed the usage of a Consent Agenda. The consent agenda is used for routine items on an agenda such as the VTrans Mileage Certificate, Parade Permits, and the approval of routine forms. The consent agenda items will be listed on the regular agenda under a consent agenda heading. The Selectboard motions and votes to approve the consent agenda and all the items will be approved simultaneously. If desired, any Selectboard member will have the undisputed authority to remove any item from the consent agenda to be placed on the regular agenda for discussion. The Selectboard would remain after adjournment to sign documents when needed.

MOTION: Walter Martone moved to accept the usage of a Consent Agenda as proposed by the Town Manager.
Seconded by George McNaughton.
Vote: 5 Yes

ITEM 10: Stipulated Value – Town Manager Yennerell requested to add this item as it required acknowledgement and signatures from the Selectboard. The owners, Mr. & Mrs. Robert Cankes, grieved their property value assessment to the point of the Board of Civil Authority, Attorneys and Private Property Appraisers were involved. An agreement has been reached by all parties involved and the Selectboard needs to sign the Stipulated Value Form.

MOTION: Vice-Chairman, Stephanie Thompson, moved acknowledgment and approved the signing of the Stipulated Value Form by the Selectboard with reference to property owned by Mr. & Mrs. Robert Cankes, located at 23 Highland Road, Springfield, Vermont.
Seconded by Peter MacGillivray

Chairman Morris inquired if the Selectboard was to reject the request what would happen next. Town Manager Yennerell stated the appeal would go to Superior Court.

Vote: 5 Yes, passed unanimously

G. OTHER MINUTES & CORRESPONDENCE:

1. Energy Committee, Agenda, January 21, 2016
2. Library Trustees, Agenda, January 12, 2016
3. Police Department, Total Traffic Citation and Fine Report – November & December 2015
(Unpaid & Paid Fines)
4. Police Department, Total Traffic Warnings Report – Yearly
5. Police Department, Total Traffic Citation Report – Yearly
6. Police Department, Radio Log Statistical Report by Unit – Yearly
7. Police Department, Law Incident Summary Report, December 2015
8. Police Department, Law Incident Summary Report – Yearly
9. Senior Center Newsletter, January 2016
10. Springfield Housing Authority, Agenda, January 12, 2016

Chairman Morris read through the list of Minutes and Correspondence noting copies could be obtained from the Town Manager's Office or be found on the Town's Website.

H. CITIZEN'S COMMENTS: None

I. ADJOURN:

MOTION: Peter MacGillivray moved to adjourn the Regular Selectboard meeting of January 25, 2016.
Seconded by Vice-Chairman, Stephanie Thompson.

Chairman Morris shared that he would not be available for the next Regular Selectboard meeting of Monday, February 8, 2016, at which time the Selectboard had scheduled to discuss the goal entitled, "Downtown Redevelopment" of the Strategic Plan formulated by the Selectboard. The other Selectboard members quickly agreed to postpone the discussion until the next meeting, which will be Monday, February 22, 2016.

George McNaughton inquired if the Selectboard members could go ahead individually and act on the blanks and language of the first goal, (Pgs. 3 – 7), and submit them to the Town Manager for review. The Selectboard agreed that was a good idea.

Vote: 5 Yes, passed unanimously

The meeting adjourned at 8:55 PM.

Submitted by,

Donna M. Hall

Donna M. Hall,
Recording Secretary

Date: January 25, 2016
To: Select Board Members
From: Peter MacGillivray and Walter Martone
Subject: RECOMMENDATIONS FOR THE ESTABLISHMENT OF A CHARTER REVIEW COMMITTEE

Recommendation

That the Select Board approve the recommendations contained in this report for a process to review, update, and amend the Charter of the Town of Springfield.

Discussion

It has been over thirty years since the Charter for the Town of Springfield was last adopted. In addition to correcting outdated provisions and terminology, there are potential opportunities for the Town to advance goals, objectives, and programs through revisions and amendments to the Charter. Vermont is a Dillon's Rule state. This means "(a) municipality has only those powers and functions specifically authorized by the legislature, and such additional functions as may be incident, subordinate or necessary to the exercise thereof." Hinesburg Sand & Gravel Co. v. Town of Hinesburg. 135 Vt. 484, (1977). The legislature can grant authority to all municipalities through specific legislative measures. It can also grant authority to individual municipalities by approving their charters and amendments to their charters. Some municipalities in Vermont have expanded their authority through charter revisions to help with addressing blight and increasing economic development opportunities.

Therefore the recommendations included in this report are intended to implement steps to review the Charter and propose updates, corrections, revisions, etc.; to review what other municipalities have done; and to explore what other possibilities exist that will help the Town elected officials and administrative officers to advance prosperity and vitality in Springfield.

Recommendation One. That the Select Board establish a Charter Review Committee as follows:

1. The Committee shall be composed of eleven (11) members; seven (7) individuals from the community at large; two (2) members from the Select Board; and two (2) members from the Town Administration.
2. Individuals interested in serving as one of the community at large representatives must complete an application (utilizing the existing boards and commissions application form) to the Select Board within two weeks of the notice of availability. A committee of the Select Board composed of two members, will review the applications, conduct interviews with candidates,

and make recommendations for appointments at a full Select Board meeting. The final selection of candidates will be made by a majority of the Board.

3. The two Select Board members of the Charter Review Committee will be chosen through nomination and approval by the Select Board.
4. The two members from Town Administration will be nominated by the Town Manager and be subject to confirmation by the Select Board. The Town Manager may include himself as one of the nominees.
5. All members must be registered voters in the Town of Springfield.

Recommendation Two. That the Select Board establish the following topics for the Committee to focus its review and to develop recommendations on:

1. The Select Board held a strategic planning session on October 21, 2015. One of the primary purposes of the session was to identify and develop a consensus on short and long-range goals and objectives for the Board and the Town to actively pursue. The Committee should look for opportunities through the Charter review process to advance those goals and objectives.
2. Outdated and/or unclear terminology in the Charter that should be corrected/clarified.
3. Charter provisions that are no longer applicable and should be removed or replaced.
4. Other municipal charter provisions that expand their ability to meet community needs. Some of these provisions may not be authorized under existing Vermont statutes. These provisions should be evaluated for applicability in Springfield.

Recommendation Three. That the Select Board enlist the assistance of the Vermont League of Cities and Towns to conduct research and provide legal advice on the formulating of changes to the Charter. This assistance should be provided to help the Charter Review Committee conduct their review, investigation, and development of recommendations. Additional assistance by the League may also be required to help the Select Board formulate its recommendations for presentation to the voters at Town Meeting.

Recommendation Four. The Charter Review Committee must report out any amendments, revisions or changes in time for presentation at the 2017 Town Meeting.