

**TOWN OF SPRINGFIELD
SELECTMEN'S HALL – 96 MAIN STREET – THIRD FLOOR
REGULAR BOARD SELECTBOARD MEETING
MONDAY, FEBRUARY 22, 2016 @ 7:00 M**

AGENDA

WELCOME: Visitors are most welcome at Board of Selectmen Meetings. Anyone wishing to address the Board on a specific matter is requested to make arrangements to appear on the Agenda with either the Chairman of the Selectboard, Kristi Morris, or the Town Manager, Tom Yennerell, before the Friday preceding each meeting. Emergency matters can be handled by requesting recognition by the Chairman under Item B – Any Requested Additions to the Agenda.

A. CALL TO ORDER AND ROLL CALL:

B. MINUTES:

- a. Regular Board of Selectmen, Meeting Minutes, February 8, 2016.

C. CONSENT AGENDA – LIQUOR CONTROL COMMISSION:

ITEM 1: Liquor Licenses

- 21 Liquor License Applications – See attached list.

D. CONSENT AGENDA:

ITEM 2: Resignation/Appointment to Boards, Committees, and Commissions

- a. Accept resignation of Mark Wilson from the Development Review Board, the Planning Commission, and the Downtown Design Commission.
b. Appoint Lori Claffee to the Development Review Board and the Planning Commission

ITEM 3: Appointments of Selectboard Liaisons

- a. Kristi C. Morris, 1 year term to Springfield Regional Development Corporation
b. Kristi C. Morris, 1 year term to Southern Windsor County Regional Planning Commission Transportation Advisory Committee
c. Walter E. Martone, 1 year term to Springfield Justice Center

ITEM 4: Parade Permit Application

E. ANY REQUESTED ADDITIONS TO THE AGENDA:

F. OLD BUSINESS:

ITEM 5: Demolition Order Landowner and Project Manager Updates

- 69 Park Street, Mr. Ray Thibeault
- 129 Tarbell Road

ITEM 6: Strategic Planning

G. OTHER MINUTES & CORRESPONDENCE:

1. Energy Committee, Agenda – February 18, 2016
2. Springfield Housing Authority, Meeting Minutes – February 9, 2016
3. Public Works, Monthly Reports – December 2015 & January 2016

H. CITIZEN'S COMMENTS:

I. ADJOURNMENT:

**TOWN OF SPRINGFIELD
SELECTMEN'S HALL – 96 MAIN STREET – THIRD FLOOR
REGULAR SELECTBOARD MEETING
MONDAY, FEBRUARY 22, 2016 @ 7:00 PM**

MINUTES

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

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

Town Administration: Town Manager, Tom Yennerell, Town Clerk, Barbara Courchesne, Finance Director, Cathy Sohngen, and Administrative Officer, William Kearns

- B. MINUTES:**
a. Regular Board of Selectmen, Meeting Minutes, February 8, 2016.

MOTION: Vice-Chair, Stephanie Thompson, moved to approve the Regular Selectboard Meeting Minutes of February 8, 2016.
Seconded by Walter Martone.
Vote: 5 Yes, passed unanimously

- C. CONSENT AGENDA – LIQUOR CONTROL COMMISSION:**
ITEM 1: Liquor Licenses
21 Liquor License Applications – See attached list.

LOCAL LIQUOR CONTROL OPENED AT 7:02 PM.

George McNaughton wanted to know who K B Ventures was, D.G. Retail, and if anything was different with the Outside Consumption Permit for the Moose. Town Clerk Courchesne informed him that K B Ventures was Jake's Market & Deli on Clinton Street; formerly the Go Go Gas. D.G. Retail was the Dollar General who was applying for a Second Class Liquor License for the sale of beer and wine. If there were questions or concerns, D.G. Retail's attorney was present to answer questions. Town Clerk Courchesne also stated the Outside Consumption Permit for the Moose was not any different than previous years.

Peter MacGillivray also inquired about the Certificate of Training for Fatek Bouyounes of the Penguin Market, LLC. Town Clerk Courchesne informed him that the Certificate of Training was made out wrong from the State of Vermont.

- MOTION:** George McNaughton moved to approve Item #1 for 21 Liquor Licenses under the Consent Agenda section.
Seconded by Peter MacGillivray

Chair Morris read the list of 21 Liquor License Applicants from the Consent Agenda section. No items were pulled from the Consent Agenda section.

Vote: 5 Yes, passed unanimously

Town Clerk Courchesne also confirmed Police Chief, Douglas Johnston, didn't have any concerns about the applicants and that all of the applicants were current with their property taxes.

LOCAL LIQUOR CONTROL CLOSED AT 7:10 PM.

- D. CONSENT AGENDA:**
ITEM 2: Resignation/Appointment to Boards, Committees, and Commissions
a. Accept resignation of Mark Wilson from the Development Review Board, the Planning Commission, and the Downtown Design Commission.
b. Appoint Lori Claffee to the Development Review Board and the Planning Commission

ITEM 3: Appointments of Selectboard Liaisons

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- b. Kristi C. Morris, 1 year term to Southern Windsor County Regional Planning Commission
Transportation Advisory Committee
- c. Walter E. Martone, 1 year term to Springfield Justice Center

ITEM 4: Parade Permit Application

Chair Morris read the list of items from the Consent Agenda section. No items were pulled from the Consent Agenda section.

MOTION: Peter MacGillivray moved to approve Items #2 through #4 under the Consent Agenda section.
Seconded by Vice-Chair, Stephanie Thompson

George McNaughton questioned the vacancy on the Downtown Design Commission. Administrative Officer Kearns explained the Downtown Design Commission would have one vacancy and the other two members were Richard Filion and Scott Frye. He also pointed out that Commission barely meets.

Vote: 5 Yes, passed unanimously

E. ANY REQUESTED ADDITIONS TO THE AGENDA: None

F. OLD BUSINESS:

ITEM 5: Demolition Order Landowner and Project Manager Updates

69 Park Street, Mr. Ray Thibeault: - Mr. Ray Thibeault was present as requested by the Selectboard. He stated he did not have the State Permit, but he was sure it would be coming and he also assured the Selectboard that his Boss had the funds for the 69 Park Street Project. Town Manager Yennerell shared that the Fire and Safety Division confirmed they reviewed the requested State Permit and everything was in order. A State Permit would be issued for the 69 Park Street Project.

Mr. Thibeault also brought his original set of construction prints for the project. The Town Manager's Office took receipt of the prints for copying and will contact Mr. Thibeault for pickup of original prints.

Walter Martone asked if Mr. Thibeault had a schedule of when the work would be completed. Mr. Thibeault provided a verbal schedule of 8 to 12 Weeks after receipt of the State Permit. A discussion followed of how Mr. Thibeault would proceed with the construction project. Mr. Thibeault stated he would probably start in the cellar with cement. He could use heaters for the drying. He would like to seal the building up as soon as possible, so doors and windows would be next, followed by siding. He also invited the Selectboard Members to visit 69 Park Street and checkout the progress themselves.

Vice-Chair Thompson is very concerned about the target date of completion. She is wondering if the Selectboard should request Bi-Weekly Progress Reports.

Walter Martone inquired about the cost of the project. Mr. Thibeault stated the Boss had \$80,000 for the project. Mr. Martone agreed with the Bi-Weekly Progress Reports and requested the Selectboard be presented with documentation of funds for the project.

Chair Morris stated the Bi-Weekly Progress Reports would cover this request. The progress reports would tell the Selectboard if the materials were being purchased and applied to the project.

MOTION: George McNaughton moved to stay the demolition of 69 Park Street subject to the following conditions: As soon as it is received, a copy of the Fire & Safety Permit be filed with the Town Manager, Bi-Weekly Progress Reports as to the progress of the project must be provided to the Town Manager, work on the concrete foundation is to commence immediately upon receipt of the permit, and the construction project must be completed three, (3), months after receipt of the State Permit.
Seconded by Vice-Chair, Stephanie Thompson
Vote: 4 Yes, 1 No (Walter Martone)

Chair Morris cautioned Mr. Thibeault to stay in contact with the Town Manager and to keep the project on schedule because the Selectboard did not want to see him before the Board again.

129 Tarbell Road – Town Manager Yennerell shared that Mr. Jeff Clay had contacted him via email stating the structures located at 129 Tarbell Road have been demolished and he also sent photos. Town Manager Yennerell still needs to visit the location for safety reasons.

ITEM 6: Strategic Planning – Chair Morris started out by thanking Selectboard Member, Walter Martone, for the many hours spent gathering information, compiling the suggestions from the Selectboard Members, and composing everything into a Strategic Plan. One of the goals for the Strategic Plan was for Downtown Development. Selectboard Members brought their written ideas for tonight’s discussion. A lengthy discussion pursued with each Selectboard Member suggesting ways on how to proceed through pages 3 through 7.

Town Manager Yennerell inquired from the Selectboard Members how many years the Strategic Plan should cover. He suggested two to three years; the majority of the Selectboard agreed with the two to three year time frame.

Executive Director, Carol Lighthall, of Springfield on the Move, SOM, stated she applauded the Selectboard and Town Manager Yennerell for taking on the task of looking at goals for the Town. Ms. Lighthall feels setting goals is important to do. Once the goal is set, there will be expectations that it will be achieved. She went on to comment goal setting has already been happening with some of these buildings. She has had goal setting conversations with some of the property owners. Ms. Lighthall commented setting goals carefully and realistically is very important.

Ms. Lighthall shared the Strong Communities Better Connections Grant has recently been signed. This grant was a collaboration between SOM, SWCRPC, and the Town of Springfield. This grant will impact the goals set for the Downtown Development of the Strategic Plan. She suggested reviewing the grant and coordinating grant and goal dates and making those items a priority.

Town Manager Yennerell stated the Strong Communities Better Connections Grant will not be completed until the summer of 2017. There will be conceptual designs for Downtown Development, but there will not be engineered designs.

Ethan McNaughton, past-president of the SRCC, suggested an appointed person should meet with private property owners and explain they need to start using their property to the fullest of its potential; the building should be in use, and a deadline should be issued. If this is not done, the Town takes over. He proposes really putting the emphasis on the property owner to start using the building so the Town is not involved with purchasing the building.

Executive Director, Robert Flint, of Springfield Regional Development Corporation, SRDC, suggested stepping up the game a little bit, hoping that someone buys some of these buildings that will become productive properties that house businesses that become positive for the community. Mr. Flint suggested compiling a list/brochures of incentives and tools that would entice investors/buyers to Springfield. Maybe this would be a better way to proceed. The Town has the ability to deal with Personal Property Tax and Stabilize Town Real Estate Tax. He encouraged the Town to consider some of the things they could do to incentivize private commercial investment, which is not public funded, for everything we want to have done. It is important to utilize the resource we have as prudently as possible to encourage people to come to Town

Executive Director Lighthall, SOM, shared that Bill Handley has already been in to speak with her about his building located at 10 River Street. Mr. Handley also shared he did not want his building torn down.

Executive Director, Thomas Kennedy, of the Southern Windsor County Regional Planning Commission, SWCRPC, stated the Community Development Building Grant, CDBG, 2017 funding would not be available until 2019. The Town should also take into consideration if the property is a Brownfields Site. Executive Director Kennedy also went on to state the property would also have to be in use.

MOTION: George McNaughton moved to incorporate with the Downtown Redevelopment Goal 1b for the Flakeboard Building over the Hydro-Generating Plant at 10 River Street.

- i. Develop feasible options for reuse of street level of the building by October 2016.
Responsible person(s) and/or organization(s): Town Manager and SOM. They will report to the Selectboard.

Options include:

4. Redevelop existing structure.
5. Create Condominium.

- ii. **Negotiate plan for implementation with property owner by December 2016.**
Responsible person(s) and/or organization(s): Town Attorney and Town Manager
 - 1. **Ownership retained by owner or other party, including converting to a condo with owner retaining below road level portion of building, and Town or other party owning street level and above space.**
 - 2. **Redevelopment done by owner or other party.**

Seconded by Walter Martone

Chair Morris was quick to state that he was not interested in telling private property owners what to do with their property. Town Manager Yennerell stated that everyone needed to keep in mind this whole process was just a plan. There would be variations throughout as the plan processes and negotiations continue.

Executive Director Kennedy, SWCRPC, commented he felt the wording should be changed in the *i section* of the motion. The sentence should read as follows: *Develop feasibility of design options for reuse of street level of the building by October 2016.* In addition, he suggested between the *i and ii there should be a Progress Report of the Project made to the Selectboard.*

Vote: 5 Yes, passed unanimously

MOTION: Walter Martone moved to create a committee consisting of Executive Director, Carol Lighthall of Springfield on the Move, Executive Director, Robert Flint of the Springfield Regional Development Corporation, Executive Director, Thomas Kennedy of the Southern Windsor County Regional Planning Commission, Executive Director, Caitlin Christiana of the Springfield Regional Chamber of Commerce, Town Manager, Tom Yennerell, and a Selectboard Member to research and prepare an Incentive Package for private and commercial investors to entice them to do business in town.
 Seconded by Vice-Chair, Stephanie Thompson

MOTION: George McNaughton moved to designate Walter Martone as the Selectboard Member to be on the proposed committee.
 Seconded by: Peter MacGillivray
Vote: 5 Yes, passed unanimously

AMENDED MOTION

MOTION: Walter Martone moved to create a committee consisting of Executive Director, Carol Lighthall of Springfield on the Move, Executive Director, Robert Flint of the Springfield Regional Development Corporation, Executive Director, Thomas Kennedy of the Southern Windsor County Regional Planning Commission, Executive Director, Caitlin Christiana of the Springfield Regional Chamber of Commerce, Town Manager, Tom Yennerell, and Walter Martone, Selectboard Representative to research and prepare an Incentive Package for private and commercial investors to entice them to do business in town.
 Seconded by Vice-Chair, Stephanie Thompson
Vote: 5 Yes, passed unanimously

George McNaughton moved onto to Downtown Redevelopment Goal 1a 5 - 7 Main Street, building owned by Chris Mason. Discussion followed between Selectboard Members, Town Manager Yennerell, and Executive Director Lighthall of SOM.

MOTION: George McNaughton moved to incorporate with the Downtown Redevelopment Goal 1a for 5 - 7 Main Street (owned by Chris Mason).

- i. **Negotiate option by December 2016.**
Responsible person(s) and/or organization(s): Town Manager and SOM.
- ii. **Secure estimates for removal of the building(s) by February 2017.**
Responsible person(s) and/or organization(s): Town Manager and SOM.
- iii. **Secure funding for building(s) remove by May 2017.**
Responsible person(s) and/or organization(s): Town Manager, Selectboard, and SOM.
- iv. **Develop design options for reuse of the property by September 2017.**
Responsible person(s) and/or organization(s): Town Manager, Consultant under Downtown Grant, and SOM.

- v. Select designs for implementation by December 2017.
Responsible person(s) and/or organization(s): Town Manager, Selectboard, and SOM.
Seconded by Vice-Chair, Stephanie Thompson
Vote: 5 Yes, passed unanimously

Discussions moved onto Downtown Redevelopment Goals 2a through 2h.

- MOTION:** George McNaughton moved to incorporate with the Downtown Redevelopment Goals 2a through 2h.
Section a was struck from the wording.
- b. Design of Extension of the Toonerville Trail to Bridge Street by April 2016.
Responsible person(s) and/or organization(s): Town Manager, SRDC, and STAG.
 - g. Inquired of UVM or Lyndon College Ecology/Landscape Department if they would be willing to design a permaculture streambank project with mass blooming over-story for the Black River as it flows through Springfield by March 2017.
Responsible person(s) and/or organization(s): Selectboard Representative, George McNaughton, BRAT and SRDC.
Seconded by Vice-Chair, Stephanie Thompson
Vote: 5 Yes, passed unanimously

G. OTHER MINUTES & CORRESPONDENCE:

1. Energy Committee, Agenda – February 18, 2016
2. Springfield Housing Authority, Meeting Minutes – February 9, 2016
3. Public Works, Monthly Reports – December 2015 & January 2016

Chair 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.

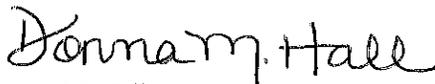
- H. CITIZEN'S COMMENTS:** Weston Marshall, resident, requested the Warming Shelter be renamed the *James Soucy Warming Shelter*. Mr. Marshall was informed by the Selectboard that was not under their jurisdiction. However, Vice-Chair Thompson was familiar with the organization responsible for the Warming Shelter and offered to provide Mr. Marshall with contacts.

I. ADJOURNMENT:

- MOTION:** Peter McGillivray moved to adjourn the Regular Board of Selectmen Meeting of Monday, February 22, 2016
Seconded by: Vice-Chair, Stephanie Thompson.
Vote: 5 Yes, passed unanimously

Meeting adjourned at 9:54 PM.

Submitted by,



Donna M. Hall,
Recording Secretary

LIQUOR LICENSES FOR APPROVAL

Manager's Info
February 22, 2016

New Second Class License:

- DG Retail, LLC	d/b/a	Dollar General Store #11221
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Renewal of Outside Consumption Permits:

- Moose, Loyal Order of, Lodge #679	d/b/a	Moose, Loyal Order of, Lodge #679
- Sunshine, LLC	d/b/a	Sheri's Place
- J.D.S., Inc.	d/b/a	56 Main Street Restaurant
- Veterans of Foreign Wars, (CKA) Robert Johnson #771	d/b/a	Veterans of Foreign Wars, Springfield Club

Renewal First Class Licenses:

- Veterans of Foreign Wars, (CKA) Robert Johnson #771	d/b/a	Veterans of Foreign Wars, Springfield Club
- Oriental Palace Restaurant, Inc.	d/b/a	Oriental Palace Restaurant, Inc.
- Riverside Restaurant, Inc.	d/b/a	Riverside Restaurant, Inc.
- Moose, Loyal Order of, Lodge #679	d/b/a	Moose, Loyal Order of, Lodge #679
- Sunshine, LLC	d/b/a	Sheri's Place
- J.D.S., Inc.	d/b/a	56 Main Street Restaurant
- Springfield Bowl, Inc.	d/b/a	Springfield Bowl

Renewal Second Class Licenses:

- ABCS Properties, LLC	d/b/a	Black River Kwik Stop
- M.J., Inc.	d/b/a	Joe's Discount Beverage
- Penguin Market, LLC	d/b/a	Penguin Market, LLC
- Aminah & Raythan, LLC	d/b/a	Mina Mart
- K-B Ventures Inc.	d/b/a	K-B Ventures, Inc.
- Circle K-Vermont, Inc.	d/b/a	Circle K-Vermont, Inc. #7404
- Maxi Green, Inc.	d/b/a	Rite Aid Store #10313
- Midway Oil Corporation	d/b/a	North Springfield Mobil
- Brockton Corporation	d/b/a	Shaw's Beer & Wine