

MEETING MINUTES

TOWN OF SPRINGFIELD
SELECTMEN'S HALL – 96 MAIN STREET – THIRD FLOOR
REGULAR BOARD OF SELECTMEN MEETING
MONDAY, December 28, 2015 @ 7:00 PM

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: Chairman, Kristi Morris, called the meeting to order at 7:04 PM. The Pledge of Allegiance and Roll Call were taken.

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

Also Present: Town Manager, Tom Yennerell, Town Clerk, Barbara Courchesne, and Town Attorney, Stephen Ankuda

B. ANY REQUESTED ADDITIONS TO THE AGENDA: Town Manager, Tom Yennerell, requested to add Item #8, under NEW BUSINESS; entitled "New Bond Document Approval". The Board of Selectmen did not object to adding another item to the agenda.

C. MINUTES:

Regular Board of Selectmen, Meeting Minutes and 2016–2017 Budget Presentation, December 7, 2015

Regular Board of Selectmen, Meeting Minutes and 2016–2017 Budget Presentation, December 10, 2015

MOTION: Stephanie Thompson, Vice-Chairman, moved to approve the Regular Board of Selectmen, Meeting Minutes & the 2016-2017 Budget Presentation of December 7, 2015 and Regular Board of Selectmen, Meeting Minutes & 2016-2017 Budget Presentation, December 10, 2015 after the requested correction(s) are made.

Seconded by Peter MacGillivray

Chairman, Kristi Morris, requested a correction to the Regular Board of Selectmen, Meeting Minutes dated December 7, 2015. He requested under section, **B. ANY REQUESTED ADDITIONS TO THE AGENDA**, the first sentence. The sentence should read as follows: Town Manager Yennerell reminded the Board of Selectmen a Public Hearing Meeting date, (not dated), needed to be scheduled for January 2016.

George McNaughton commented his request for a correction on the Regular Board of Selectmen, Meeting Minutes, dated November 23, 2015 was still not right. He did not pursue the topic.

Vote: 4 Yes, 1 Abstain (George McNaughton)

D. PRESENTATION:

ITEM #1: Garrett Baxter, Senior Staff Attorney, from the Vermont League of Cities and Towns, (VLCT), was in attendance to present information to the Board of Selectmen and public regarding **Blight Reduction Practices, Statutes, and Examples and Town Charter Amendments and process explanation**.

Mr. Baxter shared legal options for combatting urban blight, provided examples of "Vacant Building", "Dangerous Building", and "Building Inspectors and Regulation of Building" Ordinances from the Cities of Rutland and Barre. He also discussed Tax Increment Finance Districts, (TIFs), which are supposed to provide revenues that serve the district and related costs. The related costs would be to stimulate development or redevelopment within the district, provide for employment opportunities, improve and broaden the tax base; or enhance the general economic vitality of the municipality, region, or the State.

George McNaughton inquired what the legal significance, if any, would there be if the building was a Vacant Building. Mr. Baxter indicated there really was not any significance; however, in the Cities of Rutland and Barre they determined a lot of their blight was due to vacant buildings. Therefore, a Registry Program was established and the property owners are held accountable for their vacant buildings. The property owners are subject to inspections and certain standards of upkeep.

repaired. Mr. Hunter went on to share the missing siding has been replaced, the old siding has been painted, and the wiring is being updated. He said the new siding still needs to be painted and he indicated there have been many visits and conversations with the Division of Fire and Safety. Town Manager Yennerell asked about the garage. Mr. Hunter said that two sides of the garage have been replaced and the garage doors have been fixed so they shut properly. Chairman Morris asked about the blue tarp. Mr. Hunter reported the blue tarp was gone. He also commented he would be at the January 25th meeting and he would be happy to provide another status report at that time too.

F. NEW BUSINESS:

ITEM #4: Approve Errors and Omissions Request from the Assessment Office – Town Manager Yennerell shared that Nichole Knight, the Town Assessor, had submitted two, (2), Personal Property Errors and Omissions Request for review and approval of the Board of Selectmen.

MOTION: George McNaughton moved to acknowledge and approve the two Personal Property Errors and Omissions request for the following businesses:
NMHG Financial Services, \$37,360.00 to be removed from the Grand List because the property was removed.
RSD 260 Corporation, \$71,500.00 to be removed from the Grand List because the Lessor changed and the charge was duplicated in the Grand List.
Seconded by Stephanie Thompson, Vice-Chairman
Vote: 5 Yes, passed unanimously

ITEM #5: Appointment of Budget Advisory Committee Member – Town Manager Yennerell shared that David Yesman has completed a Budget Advisory Committee Questionnaire and would like to be appointed to the Budget Advisory Committee.

MOTION: Vice-Chairman, Stephanie Thompson, moved to appoint David Yesman as a member of the Budget Advisory Committee for a one year term.
Seconded by Peter MacGillivray
Vote: 5 Yes, passed unanimously

At 9:35 PM, Chairman Morris closed the meeting for a short break. At 9:39 PM Chairman Morris re-opened the meeting.

ITEM #6: Strategic Plan Discussion – Walter Martone stated the strategic plan is really a commitment that we, the Town, are going to do something. He acknowledged that the strategic plan is quite lengthy, but it is in an outline format making it easy to read and get through. Walter Martone also passed out a sheet of guidelines suggesting how to get through the strategic plan. He suggested reviewing the vision statement and the four goals selected and try to come to somewhat of an agreement. He continued to explain his process of going through the strategic plan.

Chairman Morris reminded all of us that George McNaughton charged Walter Martone with choosing one of the goals of the Goals & Bullet Point Implementation Statements from the Selectboard Meeting of November 9th to prepare a strategic plan for discussion. Walter Martone started out by choosing the Downtown Redevelopment goal because at this time the Board of Selectmen are working on Memorandums of Understanding, (MOUs), with Springfield on the Move and the Springfield Regional Development Corporation. He was so into the project; he proceeded to write the whole strategic plan for the four, (4), goals. Walter Martone used notes from the other Board Members and added a couple of new items. The strategic plan submitted by Walter Martone is 16 pages.

Chairman Morris commented that he was hearing two different opinions and it was now 10:00 PM. Chairman Morris also stated that he was really against doing all four goals tonight because it could be difficult.

George McNaughton pointed out that originally he charge Walter Martone with writing the whole strategic plan, but Walter stated he didn't think he had the time to do the whole strategic plan. George McNaughton agreed that the Board of Selectmen could not go over the whole strategic plan tonight and suggested they start with the Downtown Redevelopment. The reason he suggested Downtown Redevelopment was because he thinks it should be attached to the Memorandum of Understanding for Springfield on the Move. He would like to see the Board of Selectmen do as much as possible tonight.

Vice-Chairman Thompson stated she felt that this size of a document should have come from the Town Manager or the previously hired facilitator. Vice-Chairman Thompson did not feel that she could sit at the meeting and go through even one section tonight. There are other organizations such as the Housing Authority, Springfield on the Move, Springfield Regional Development Corporation, and the Springfield Chamber of Commerce that should be involved. She does not want to see the Board of Selectmen set themselves up for failure; which is not good for community morale. Vice-Chairman Thompson would like to have a special workshop set up just for this

subject and in the meantime have the Town Manager review some of the items that will require partnerships or legal involvement and what we might be looking at for time frames. She also didn't think trying to shoot for plans that were more than two years out made sense because the Board of Selectmen could lose sight of the immediate goals.

Peter MacGillivray thanked Walter Martone for all the time spent preparing the strategic plan. He also went on to state that he did not want to be red-lining the strategic plan; he wants more public input. Peter MacGillivray preferred scheduling a meeting to discuss the strategic plan.

Chairman Morris wrapped up the discussion by stating the right side of the table was stating they were not looking at entertaining any action tonight and the left side of the table thought they might be looking at entertaining some action tonight. There is the possibility of delaying the discussion to another meeting or trying to create another workshop to facilitate the discussion.

Walter Martone stated that was why he suggested a guideline for proceeding through the strategic plan. He was not expecting to go through the whole document tonight. This strategic plan was presented as framework to get started.

MOTION: George McNaughton moved to discuss the goal entitled, "Downtown Redevelopment" on February 8, 2016 and come prepared to act on the blanks and language of the first goal, (pages 3 – 7). This item will be the first item after the approval of the minutes. The Executive Directors of SOM, SRDC, and the Springfield Chamber of Commerce should be invited to attend the meeting.
Seconded by Walter Martone

Vote: 4 Yes, 1 No (Vice-Chairman, Stephanie Thompson)

ITEM #7: MOU Discussion – Town Manager Yennerell stated the Board of Selectmen was provided with copies of the original Memorandum of Understandings, (MOU), from SOM and SRDC and a DRAFT of the MOU for SOM by George McNaughton.

MOTION: Vice-Chairman Stephanie Thompson moved to approve the original MOUs from SOM and SRDC with the understanding there will be a DRAFTED addendum by the Town Manager for the Downtown Redevelopment portion of the Strategic Plan, potentially part of those duties will fall upon SOM.
Seconded by Peter MacGillivray

George McNaughton said he could not support Vice-Chairman Thompson's motion because of his DRAFTED MOU for SOM. He stated his DRAFT provides for more accountability with regards to SOM. He also indicated at previous board meetings that he had to recuse himself from the MOU when it comes to SRDC. He feels the MOUs are completely different contracts and should not be lumped together.

Walter Martone shared his idea of what the purpose of the MOU was; the Town deciding what they want and then sit down with each organization to ask them how they see themselves fitting in? What types of services can your organization provide that would be compatible with and provide assistance to the implementation of what the Town wants to do?

Peter MacGillivray stated he was in complete agreement with Mr. Martone. The Board has spoken about three organizations tonight, SOM, SRDC, and the Springfield Chamber of Commerce; they are parallel with the Town. We are all seeking to improve the community in various ways. He doesn't want to start micro-managing what these organizations are doing; it is the wrong way to go. Peter MacGillivray seconded the motion for discussion purposes.

Vice-Chairman Thompson also agrees with Mr. MacGillivray and Mr. Martone on a variety of things. She believes the specifics of what the Board wants will come through during the strategic planning process; however the Board is not there yet. In addition, she feels the people from SOM have all been very agreeable to want to work with the Town and be a partner because we are all working for the same goal and purpose. Vice-Chairman Thompson stated she understood SOM, SRDC, and the Chamber have all been meeting and sharing what they have been doing; maybe it would be advantageous if the Town had a representative present. If the Town had a representative, maybe the Town Manager, the Town would know more of what these organizations were doing without the micro-management piece. Vice-Chairman Thompson stated the proposed DRAFTED revision of the SOM MOU had many items that were outside of the Boards prevue. The Board should not be telling these organizations what to do. She is putting her faith in these organizations based on the work they have done in the past. Vice-Chairman Thompson feels that we all want the same thing to happen with, without the Board ruling with an iron fist.

Chairman Morris stated he doesn't like the idea that we are approving the MOUs and then adding an addendum to them because we do not know what we will be asking SOM or SRDC to do in the future.

Vice-Chairman Thompson stated she was not for the motion she made either, but wanted to start a discussion.

Peter MacGillivray stated he liked the idea of the previous motion, but now he is having second thoughts.

Vote: Yes 0, No: 5, MOTION FAILED

ITEM #8: New Bond Document Approval – Town Manager Yennerell explained there was an additional loan required to complete the Pine, Myrtle and Valley Streets.

MOTION: Walter Martone moved for the appropriate people to sign the loan paperwork and approve the loan amount for \$294,504.00 with 0% interest and a 2% administrative fee. The annual payment is \$13,149.58. The payment amount of \$9,149.58 will be part of the sewer budget with the remaining \$4,000.00 coming from the highway budget because it is CSO (storm drain) related.
Seconded by Vice-Chairman, Stephanie Thompson,
Vote: 5 Yes, passed unanimously

G. OTHER MINUTES & CORRESPONDENCE:

1. Airport Commission, Minutes, October 29th & November 19th, 2015
2. Energy Committee, Agenda, December 17, 2015 & Minutes, November 19, 2015, Approved and Minutes, December 17, 2015
3. Springfield on the Move, Minutes, November 12, 2015 and Agenda, December 17, 2015
4. Springfield Regional Development Corporation, Minutes, November 24, 2015 & Agenda, December 22, 2015

Chairman Morris noted the above list of information could be found on the Town's Website or a copy could be picked up at the Town Manager's office.

I. CITIZEN'S COMMENTS: Chairman Morris asked for comments.

Richard Andrews – resident. Mr. Andrews stated he was impressed with the presentation from the Vermont League of Cities and Towns. He didn't realize the Town had so many options to work with.

Walter Clark – resident. Mr. Clark suggested using the assistance of VLCT regarding the blight and Town Charter Amendments.

H. EXECUTIVE SESSION:

ITEM #8: Executive Session: - Personnel Issue

MOTION: Stephanie Thompson, Vice-Chairman, moved to go into Executive Session for the purpose of discussing a personnel issue at 10:41 PM.
Seconded by George McNaughton.
Vote: 5 Yes, passed unanimously

Submitted by: Donna M. Hall, Recording Secretary

The remaining minutes were submitted by Tom Yennerell, Town Manager.

Come out of Executive Session

Town Manager's Contract

MOTION: Walter Martone moved to fulfill the Town Manager's Contract Obligations based upon the completed performance evaluation.
Seconded by Stephanie Thompson, Vice-Chairman
Vote: 5 Yes, passed unanimously

Adjourn

MOTION: Peter MacGillivray moved to adjourn the Board of Selectmen Meeting held on Monday, December 28, 2015 at 11:20 PM.
Seconded by Stephanie Thompson, Vice-Chairman
Vote: 5 Yes, passed unanimously

VLCT CHEAT SHEET
CHARTER ADOPTION/AMENDMENT/REPEAL PROCEDURE
17 V.S.A. § 2645

- Proposal to adopt/amend/repeal charter made by:
 - Selectboard; or
 - Petition of 5% of the voters.
- Official copy of the charter/amendment/repeal must be filed with the town clerk at least 10 days before the first of two required public hearings.
- Copies must be made available to the public upon request.
- Selectboard must hold at least two public hearings prior to the vote on the proposed charter/amendment/repeal.
 - Notice for first public hearing:
 - Same way and time as for annual town meeting;
 - Additionally, notice must:
 - Show each section to be amended in the amended form;
 - Show deleted matter in brackets and new matter underlined or in italics.

If the selectboard decides the charter/amendment/repeal is too long or unwieldy to be shown in this form as part of the notice:

- Notice shall include:
 - Concise summary of the charter/amendment/repeal;
 - Notice that an official copy of the charter/amendment/repeal is on file for public inspection at the town clerk's office; and
 - Copies will be made available upon request.
 - First public hearing is held (*at least 30 days before the special/annual town meeting*).
 - Notice for second public hearing:
 - Same as for first public hearing.
 - Second public hearing is held (*must be held no later than 10 days after the first public hearing if the charter/amendment/repeal was made by petition*).
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- Selectboard may make revisions only if:
 - The charter/amendment/repeal was proposed by the selectboard (*selectboard may not make revisions to charter/amendment/repeal if proposed by petition*); and
 - Made no less than 20 days before the date of the special/annual town meeting.
 - If revisions are made the selectboard must:
 - Post notice of revisions:
 - In the same places as the warning for the special/annual town meeting;

- Not less than 20 days before the date of the special/annual town meeting.
 - Attach revisions to the official copy kept on file for public inspection in the town clerk's office.
- Notice for special/annual town meeting:
 - Same way and time as for annual town meeting.
- Charter/amendment/repeal proposed by petition may be warned for vote at a special town meeting, but must be submitted to the voters at the next (*whichever comes first*):
 - Annual town meeting; or
 - Primary; or
 - General election.
 - Selectboard may only make technical corrections.
- Vote at special/annual town meeting:
 - Voting on charter adoption/amendment/repeal must be conducted by Australian ballot.
 - Ballot must:
 - Show each section to be amended in the amended form;
 - Show deleted matter in brackets and new matter underlined or in italics;
 - Permit the voter to vote on each proposal of charter/amendment/repeal separately.

If the selectboard decides the charter/amendment/repeal is too long or unwieldy to be shown in this form as part of the ballot:

- An official copy of the charter/amendment/repeal must be maintained conspicuously in each ballot booth for inspection by the voters during balloting; and
 - Voters must be permitted to vote on the charter/amendment/repeal in their entirety in the form of a "yes" or "no" proposition.
- Town clerk must:
 - Announce and post voting results immediately after the vote is counted;
 - Certify to the secretary of state each proposal within 10 days following the day of the election showing:
 - The facts as to its origin; and
 - The procedure followed.
- The secretary of state must file the certificate and deliver copies to:
 - The attorney general;
 - Clerk of the house of representatives;
 - Secretary of the senate; and
 - Chair people of the committees concerned with town charters to both houses of the general assembly.
- Charter/amendment/repeal will is effective upon enactment into law either as:
 - Originally proposed; or
 - Amended by the general assembly.