

**TOWN OF SPRINGFIELD  
SELECTMEN'S HALL – 96 MAIN STREET – THIRD FLOOR  
REGULAR SELECTBOARD MEETING  
MONDAY, MARCH 23, 2020 @ 7:00 PM**

**MINUTES**

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**A. CALL MEETING TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE:**

Selectboard Chair, Walter Martone, made the following statement: Considering the crisis that we are in with the COVID-19 virus, we are going to hopefully avoid having anyone in this room that is not six feet (6') apart from other people. If I notice there are too many people in this room, I will ask for volunteers to leave the room. If I don't get volunteers to leave the room, I will ask for a motion to adjourn the meeting.

Selectboard Chair, Walter Martone, called the meeting to order at 7:01 PM. Roll Call was taken and the Pledge of Allegiance recited.

Selectboard Member: Chair, Walter Martone, George McNaughton and Kristi Morris were present. Vice-Chair, Michael Martin, and Peter MacGillivray were on the telephone.

Administration: Interim Town Manager/Finance Director, Cathy Sohngen, and Town Clerk/Treasurer, Barbara Courchesne were present.

School Board Liaison: None

**B. MINUTES:**

1. Special Selectboard Meeting Minutes of March 6, 2020.
2. Regular Selectboard Meeting Minutes of March 9, 2020.

**MOTION:** Kristi Morris moved to approve the Special Selectboard Meeting Minutes of March 6, 2020 and the Regular Selectboard Meeting Minutes of March 9, 2020 with the following corrections and/or changes.

**Seconded by: George McNaughton.**

**Special Selectboard Meeting Minutes of March 6, 2020:**

Vice Chair, Michael Martin – Pg. 1, First Motion should read as follows:

**Seconded by: Michael Martone Martin.**

Peter MacGillivray – Pg. 2, First Motion should read as follows:

**MOTION:** George McNaughton moved to nominate Michael Martone Martin for the position of Selectboard Vice-Chair.

**Seconded by: Chair, Walter Martin Martone.**

**Regular Selectboard Meeting Minutes of March 9, 2020:**

Chair, Walter Martone – Pg. 2, Line after Item #3 should read as follows:

**LOCAL CONTROL OPENED AT 7:15 PM.**

George McNaughton – Pg. 4, Top Paragraph. Would like the following statement added.

George McNaughton noted his concern for the bridges in this region and thought they should be prioritized.

George McNaughton – Pg. 5, The only motion on the page should read as follows:

**MOTION:** George McNaughton moved to allow the repayment at 50% of the unpaid balance and the business must remain active as a brewery in Springfield for five (5) years.

Kristi Morris – Pg. 5, Half way down the page an address was changed to read as follows:  
Penny LaFlamme, 596 Kirk Meadow Chester Road.

**Roll Call Vote: Kristi Morris-Yes, George McNaughton-Yes, Vice-Chair, Michael Martin-Yes  
Peter MacGillivray-Yes and Chair, Walter Martone-Yes  
5 Yes, passed unanimously.**

**C. ANY REQUESTED ADDITIONS TO THIS AGENDA:**

Town Clerk, Barbara Courchesne, requested to add a new Open Container Permit to the Local Control portion of the agenda. Chair, Walter Martone, requested to add another topic entitled “Attorney/Client Communication” to the Executive Session of the agenda. There were no objections from anyone, therefore the additions were accepted.

**D. CONSENT AGENDA ITEM(S):**

**ITEM #1:** Appointments to the Various Boards, Committees and Commissions.

The Liaison positions are filled by Selectboard Members. All of the other positions were advertised for openings on the Town’s Website and FACEBOOK Page. There were not any new people interested in these open positions. All of the people listed below completed an APPOINTED QUESTIONNAIRE FORM in order to be re-appointed.

George McNaughton confirmed that Chair Martone was no longer acting as a Liaison to the Planning Commission. Chair Martone confirmed he was holding off making a commitment to the Planning Commission due to the fact he was the Chair of Selectboard and he wanted to review his commitments before accepting more.

George McNaughton stated he would like to be considered for a Liaison to the Planning Commission.

**LIAISON POSITIONS:**

Walter E. Martone – Liaison(s):

1. Airport Commission, 2021,
2. Southern Windsor County Regional Planning Commission, 2021
3. Springfield Justice Center Board of Directors, 2021.
4. Springfield on the Move, 2021.

Kristi C. Morris – Liaison(s):

1. Southern Windsor County Transportation Committee, 2023
2. Springfield Regional Development Corporation, 2023
3. Trails, Greenways, Byways and Rural Advisory Committee, 2023

Michael E. Martin - Liaison

1. Planning Commission, 2023

Peter E. MacGillivray – Liaison

1. Energy Committee, 2021

**OTHER APPOINTMENTS:**

Airport Commission, 3-Year Term

Bruce Johnson

Trails, Greenways, Byways and Rural Economy Adv. Committee, 3 Year Term

Aidan Calvelli, new appointment

James Fog, re-appointment

Chuck Gregory, re-appointment

Springfield Housing Authority, 5 Year Term

Peter Andrews

Southern Windsor/Windham Counties Solid Waste Management District, 1 Year  
Representative – Vacant (Waiting for Town Manager to start.  
Alternate – Matt Priestley

**MOTION:** **Kristi Morris moved to approve Item #1 to make appointments to the various Boards, Committees and Commissions including George McNaughton as a Liaison to the Planning Commission Board.**  
**Roll Call Vote: Kristi Morris-Yes, George McNaughton-Yes, Vice-Chair, Michael Martin-Yes Peter MacGillivray-Yes and Chair, Walter Martone-Yes**  
**5 Yes, passed unanimously.**

**ITEM #2: Approval of a Parade Permit – Springfield High School Alumni – June 20, 2020.**

The Town has received a Parade Permit Application from the Springfield Alumni Association for the Annual Alumni Parade to be held on Saturday, June 20, 2020, assembling at 8:30 AM in the “Old” Artisan Surface parking lot on lower Clinton Street. The parade route will be Clinton Street, up through Main Street, turning left toward the Springfield Shopping Plaza and ending at the Riverside Middle School at approximately 12:30 PM. A Certificate of Liability Insurance is in place.

**ITEM #3: Approval of an Event Permit – VINE Sanctuary – Veggie Pride – June 21, 2020.**

The Town has received an Event Permit Application from the VINE Sanctuary for an event entitled “Veggie Pride.” This is the first time for the Gay Pride Event. There will be Speakers, Arts & Craft Vendors and Food Trucks. The event is scheduled to take place on Sunday, June 21, 2020, at the Riverside Park from 8:00 AM to 5:00 PM.

**MOTION:** **George McNaughton moved to approve Item #2 the Springfield High School Alumni Parade Permit scheduled for Saturday, June 20, 2020 and Item #3 the VINE Sanctuary Event Permit, scheduled for Sunday, June 21, 2020.**  
**Seconded by: Peter MacGillivray.**

**MOTION:** **Vice-Chair Martin moved to table the requests for Items #2 and #3 due to the current COVID-#19 issue.**  
**Seconded by: Peter MacGillivray (for discussion purposes only.)**

Vice-Chair Martin didn’t believe the current restrictions imposed by the Center of Disease Control, CDC, and the State (etc., social distancing) would improve. They would more than likely become stricter. Vice-Chair Martin didn’t want sponsors to spend a lot of time planning or spending unnecessary funds.

Kristi Morris thought the Selectboard should proceed to approve Items #2 and #3. When the time came for the parade and event, the guidelines from the CDC and State would take precedence over the Selectboard’s permission.

**MOTION:** **George McNaughton moved to suspend the rules in order to discuss.**  
**NO SECOND – MOTION FAILED.**

George McNaughton stated that he tended to agree with Vice-Chair Martin, but maybe there should be some amendment to the motion so that we ask the entity to check in with us before the event.

Kristi Morris stated that he would hate to see the Selectboard stand in the way of these two (2) organizations. If the State’s rules still stand as they are now, the events would not be allowed to be held.

Chair Martone noted non-essential gatherings were limited to fifty (50) people and that would be reviewed by the State on April 15, 2020.

George McNaughton confirmed he agrees with Mr. Morris. The town should support these two (2) organizations.

Vice-Chair Martin confirmed he would not support the two (2) items.

Peter McGillivray noted he was reminded the dates of these events, that the Airport's 100 Year Celebration is on the 27<sup>th</sup>. That might not happen either. He however, likes to be the optimist. Mr. MacGillivray also agrees with Mr. Morris' thought process.

Chair Martone called for a vote regarding:

**The motion to table Vice-Chair Martin's requests for Items #2 and #3 due to the current COVID-#19 Issue.**

**Seconded by: Peter MacGillivray (for discussion purposes only.)**

**Roll Call Vote: Kristi Morris-No, George McNaughton-No, Peter MacGillivray-Yes**

**Vice-Chair, Michael Martin-Yes and Chair, Walter Martone-No**

**3 Yes and 2 No MOTION FAILED.**

Chair Martone called for a vote regarding:

**The motion to approve George McNaughton's approval of Item #2 the Springfield High School Alumni Parade Permit scheduled for Saturday, June 20, 2020 and Item #3 the VINE Sanctuary Event Permit, scheduled for Sunday, June 21, 2020.**

**Seconded by: Peter MacGillivray.**

**Roll Call Vote: Kristi Morris-Yes, George McNaughton-Yes, Peter MacGillivray-Yes**

**Vice-Chair, Michael Martin-No and Chair, Walter Martone-No**

**3 Yes and 2 No MOTION PASSED.**

George McNaughton requested of Interim Town Manager, Cathy Sohngen, to review plans with regards to the current state of Governor's orders and remind all sponsors of parade permits, event permits and the Toonerville Trail permits of the current situation.

**E. NEW BUSINESS:**

**ITEM #4: (19) Liquor Licenses for Approval.**

**LOCAL CONTROL OPENED AT 7:25 PM.**

George McNaughton requested the renewal of the First-Class License for Springfield Village Pizza Inc. be voted on separately and he would recuse himself from the vote.

Chair, Walter Martone, read the remainder of requests out loud.

**MOTION: Kristi Morris moved to approve the following six (6) Renewal First Class Licenses, four (4) Renewal of Second-Class Licenses, four (4) New Third-Class Licenses and three (3) Renewals of Outside Consumption Permits.**

**Seconded by: Peter MacGillivray**

(6) Renewal First Class Licenses:

Chavella, LLC	d/b/a	Chavella, LLC
K. J.'s Investment, Ltd.	d/b/a	K. J.'s Place
Moose, Loyal Order of, Springfield Lodge #679, Inc.	d/b/a	Moose, Loyal Order of, Lodge #679
R. A. Foster, Inc.	d/b/a	Up Your Alley
Subway, Inc. The	d/b/a	Subway, The
Veterans of Foreign Wars, (CKA) Robert Johnson #771	d/b/a	Veterans of Foreign Wars, Springfield Club

(4) Renewal of Second-Class Licenses:

K-B Ventures Inc.	d/b/a	K-B Ventures Inc.
Kindred Market, LTD	d/b/a	Jake's South Street Market
Quality Deli LLC	d/b/a	Route 106N Market & Deli (CKA)
Vermont Baking Co.	d/b/a	Morse's Market

(4) New of Third-Class Licenses:

K. J.'s Investment, Ltd.	d/b/a	K. J.'s Place
Moose, Loyal Order of, Springfield Lodge #679, Inc.	d/b/a	Moose, Loyal Order of, Lodge #679
R. A. Foster, Inc.	d/b/a	Up Your Alley
Veterans of Foreign Wars, (CKA) Robert Johnson #771	d/b/a	Veterans of Foreign Wars, Springfield Club

(3) Renewal of Outside Consumption Permits:

K. J.'s Investment, Ltd.	d/b/a	K. J.'s Place
Moose, Loyal Order of, Springfield Lodge #679, Inc.	d/b/a	Moose, Loyal Order of, Lodge #679
Veterans of Foreign Wars, (CKA) Robert Johnson #771	d/b/a	Veterans of Foreign Wars, Springfield Club

**Roll Call Vote: Kristi Morris-Yes, George McNaughton-Yes, Vice-Chair, Michael Martin-Yes, Peter MacGillivray-Yes and Chair, Walter Martone-Yes  
5 Yes, passed unanimously.**

**MOTION: Kristi Morris moved to approve the following one (1) Renewal First Class Licenses for Springfield Village Pizza Inc d/b/a Springfield Village Pizza Inc.**

**Seconded by: Peter MacGillivray.**

**Roll Call Vote: Kristi Morris-Yes, George McNaughton-Recuse, Vice-Chair, Michael Martin-Yes, Peter MacGillivray-Yes and Chair, Walter Martone-Yes  
4 Yes and 1 Recused, passed unanimously.**

**MOTION: George McNaughton moved to grant permission to the Town Clerk to sign a new Outside Consumption Permit for Vermont Beer Shapers d/b/a Trout River Brewing Company.**

**Seconded by: Vice-Chair, Michael Martin.**

**Roll Call Vote: Kristi Morris-Yes, George McNaughton-Yes, Vice-Chair, Michael Martin-Yes, Peter MacGillivray-Yes and Chair, Walter Martone-Yes  
5 Yes, passed unanimously.**

**Local Control Closed at 7:35 PM.**

**ITEM #5: Days in Town Taxi Taxicab License.**

Town Clerk, Barbara Courchesne, shared Mr. Rhodes of Days in Town Taxi Taxicab License has requested that his backup vehicle, which is a Silver 2004 Chrysler PT Cruiser, be licensed with the town so that in the event he has a breakdown of a vehicle in his fleet, the backup is ready to get on the road.

**MOTION: George McNaughton moved to approve a Taxicab License for Days in Town Taxi for a Silver 2004 Chrysler PT Cruiser. The licensing of this vehicle will be for the balance of the 2019-2020 year.**

**Seconded by: Peter MacGillivray.**

**Roll Call Vote: Kristi Morris-Yes, George McNaughton-Yes, Vice-Chair, Michael Martin-Yes, Peter MacGillivray-Yes and Chair, Walter Martone-Yes  
5 Yes, passed unanimously.**

**ITEM #6:** Dog License Extension

Town Clerk, Barbara Courchesne, is asking the Selectboard to consider extending the registration deadline to at least April 30<sup>th</sup> before late fees are imposed. This request is in line with what other towns are doing.

The State of Vermont requires dog licensing on or before April 1 of each year. After April 1<sup>st</sup> of each year the state imposes a late fee of \$2.00 for spayed/neutered dogs and \$4.00 for non-neutered/non-spayed dogs and these fees are kept by the municipality.

The Town Clerk's Office has a system in place to accommodate dog licensing through the mail, email or the mail slot at the Town Hall, however, this process takes time.

**MOTION:** George McNaughton moved the 20-21 dog licensing period be extended from April 1, 2020 to April 30, 2020 so that late fees begin on May 1, 2020 rather than April 1, 2020.  
Seconded by: Kristi Morris.

Vice-Chair Martin did not have a problem with the extension of the late fees, however, he would like to see the word penalty inserted in the motion after the word licensing.

Selectboard Members McNaughton and Morris did not have a problem with inserting the word penalty.

Vice-Chair Martin also suggested deleting the word period and replacing it with the word deadline.

Selectboard Members McNaughton and Morris did not have a problem with deleting the word period and replacing it with the word deadline.

Town Clerk Courchesne was uncomfortable with the last request made by Vice-Chair Martin. She was attempting to adhere to specific guidelines issued by the Vermont League of Cities and Towns (VLCT) regarding the topic of extending the penalty period for dog licensing.

George McNaughton commented if the Town Clerk had guidelines, she was trying to adhere to the word period could be used instead of deadline as suggested by Vice-Chair Martin. Kristi Morris agreed to change the wording again.

The proposed motion now reads as follows:

**MOTION:** George McNaughton moved the 20-21 dog licensing penalty period be extended from April 1, 2020 to April 30, 2020 so that late fees begin on May 1, 2020 rather than April 1, 2020.  
Seconded by: Kristi Morris.  
Roll Call Vote: Kristi Morris-Yes, George McNaughton-Yes, Peter MacGillivray-Yes, Vice-Chair, Michael Martin-Yes and Chair, Walter Martone-Yes  
5 Yes, passed unanimously.

**ITEM #7:** United States Land Records

Town Clerk, Barbara Courchesne, noted that the Town of Springfield has had their land records available on-line since October 2019 at Uslandrecords.com. Avenu (correct spelling) is our service provider for land records management, including the on-line service. This is a free service to view the land records on-line, however, printing costs \$3.00 per page and the Town then receives from Avenu half of this fee.

Due to the current climate, Avenu has offered to suspend its sharing of the user printing fee for 90 days IF a participating town agrees to suspend its fee sharing of the user printing fee for 90 days. After 90 days, the \$3.00 fee will be reinstated. The parties could mutually agree to reinstate the \$3.00 fee earlier than 90 days, if necessary.

George McNaughton recused himself from Item #7. The other Selectboard Members did not think it was necessary to do so. Mr. McNaughton noted it was better to err on the side of caution and the Selectboard Members understood his point.

**MOTION:** Peter MacGillivray moved that the printing fee shared with Avenu for on-line access to land records be suspended for 90 days.  
Seconded by: Vice-Chair, Michael Martin.

Vice-Chair Martin had requested Town Clerk Courchesne to provide figures from the previous quarter in order to know what kind of revenue the Town was receiving from this service. Town Clerk Courchesne noted the Town of Springfield only started providing the on-line use of U.S. Land Records in October 2019; the revenue was as follows:

<u>October 2019</u>	<u>November 2019</u>	<u>December 2019</u>
\$ 42.00	\$ 9.00	\$ 334.50

Avenu sends the Town of Springfield \$1.50 per page printed.

At this time the Town Hall is closed to the public. Under normal circumstances, when the Town Hall is open for the public, the Town Clerk's office collects \$1.00 per page copied.

Interim Town Manager, Cathy Sohngen, noted the decision of what the Selectboard decided did not matter to her. However, she felt a responsibility to remind everyone under the current conditions other town departments were losing revenue (etc. Library was not open to the public and the Police Department was not providing a fingerprinting service to the public).

Vice-Chair Martin inquired of Town Clerk Courchesne what the probability was that Avenu would extend the 90-day time period. Town Clerk Courchesne was not able to provide an answer. Vice-Chair Martin also inquired the best way to communicate that rates would be reinstated within 90 days. Town Clerk Courchesne anticipated Avenue putting a notice on their website along the sidebar of the page.

**Roll Call Vote: Kristi Morris-Yes, George McNaughton-Recused, Vice-Chair, Michael Martin-Yes, Peter MacGillivray-Yes and Chair, Walter Martone-Yes  
4 Yes and 1 Recused**

George McNaughton commented he thought the local attorneys would go back to using the Town Vault as soon as the Town Hall was open to the public. The copies were much better to read.

**F. FUTURE AGENDA ITEM PROPOSALS:**

Chair Martone commented to George McNaughton that he did not forget his request from the previous Selectboard Meeting, 3/9/2020, about starting a Community Strategic Plan. Chair Martone was hoping the current Selectboard Meeting would be short and would like the new Town Manager to be present for the start of a Community Strategic Plan. Mr. McNaughton noted that he understood. The Selectboard Members did not have any future agenda proposals.

**G. OTHER MINUTES & CORRESPONDENCE:**

1. Charter Review Committee Meeting Minutes – February 19, 2020.
2. Energy Committee Meeting Minutes – February 20, 2020.
3. Springfield Senior Center Newsletter – March 2020.
4. Springfield Housing Authority Meeting Minutes – February 11, 2020.

Chair Martone read out loud the **OTHER MINUTES & CORRESPONDENCE**. Copies of this information may be found on the Town's Website or picked up at the Town Manager's Office.

**H. CITIZEN'S COMMENTS:**

None

**I. EXECUTIVE SESSION: Human Resources and Attorney/Client Communication Matters.**

**MOTION:** George McNaughton moved for the Selectboard to enter into Executive Session for the purpose of discussing Human Resources and Attorney/Client Communication Matters where preliminary knowledge could place the public body or the persons involved at a substantial disadvantage.

**Seconded by:** Vice-Chair, Michael Martin.

**Roll Call Vote:** Kristi Morris-Yes, George McNaughton-Yes, Peter MacGillivray-Yes, Vice-Chair, Michael Martin-Yes and Chair, Walter Martone-Yes  
5 Yes, passed unanimously.

**J. ADJOURN:**

**MOTION:** George McNaughton moved to adjourn the Selectboard Meeting of Monday, March 23, 2020.  
**Seconded by:** Vice-Chair, Michael Martin.

**Roll Call Vote:** Kristi Morris-Yes, George McNaughton-Yes, Peter MacGillivray-Yes, Vice-Chair, Michael Martin-Yes and Chair, Walter Martone-Yes  
5 Yes, passed unanimously.

Meeting adjourned at 8:23 PM.

Submitted by:

Donna M. Hall,  
Recording Secretary

Executive Session started at 8:28 PM.

The Board discussed the need to ensure continuity of essential services while protecting the health of staff.

The Board discussed code enforcement and possible legal action.

The Board came out of Executive Session at 9:40 PM.

**MOTION:** Kristi Morris moved to adjourn the Executive Session of March 23, 2020.

**Seconded by** George McNaughton.

**Vote:** 5 Yes, passed unanimously.

Submitted By:

Walter E. Martone