

**Town of Plainfield, Vermont  
Select Board Meeting  
March 9, 2022**

**Minutes - Approved**

**Present via Zoom or telephone:** Jim Volz, Select Board Chair; Tammy Farnham, Select Board member; Linda Wells, Town Clerk and Treasurer; Eric Blaisdell, *The Times Argus*; Charles Cogbill; Paula Emery, Administrative Assistant to the Select Board

**Agenda:**

- ♦ Changes to Agenda
    - Announcements
    - Town Clerk/Town Treasurer Report - Linda Wells
      - Planning for filling open positions and upcoming vacancies
      - Fleet Permits
      - Warrants
      - Excess Weight Permit/Fleet Approval
      - Liquor License Application Approval
  - ♦ Plainfield Village Center Designation
  - ♦ Continuity of Operations Planning - Grace Vinson, CV Regional Planning Commission & Bruce Johnson, East Montpelier Town Administrator
  - ♦ Conservation Commission request to spend up to \$550 in funds from the Town Forest Fund
  - ♦ Change orders for Ped bridge Agenda items for upcoming meeting Adjourn
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**Chairman Jim Volz called the meeting to order at 7:03PM.**

**Changes to Agenda**

- ♦ Add public comments.
- ♦ Add CV Fiber Alternate Appointment to Town Clerk Report
- ♦ Grace Vincent no longer works for Central Vermont Regional Planning Commission (CVRPC) and Bruce Johnson will not be at the meeting, so this item will be discussed briefly and rescheduled.

**Farnham made a motion to change the agenda as above the motion carried.**

**Announcements**

Tammy announced that the Conservation Commission's Annual Spring Tree and Shrub Sale has begun. For information [open this link to the brochure](#) or contact them at 426-3100.

**Public Comment**

Eric Blaisdell asked about the town mask mandate, noting that the expiration date is unclear. **Farnham moved to add mask mandate to agenda at 7:20PM, at the end of the Town Clerk's Report, and the motion carried.**

## **Town Clerk/Town Treasurer Report - Linda Wells**

Linda began by reporting that the Town Office elevator is not working. She is trying to get it repaired, but the elevator company she's been working with is no longer working in Vermont. She contacted a company in Richmond, Vermont and expects them to come within a week. In the meantime, Wells recommends that the upstairs not be used for in-person meetings due to accessibility concerns. The back room on the ground floor can be used for meetings, but is small.

The sewer line to the Town Office is also not working well. Wells called MS Septic and hopes it will be repaired on Friday, 3/11.

- **Warrants**

Wells presented **accounts payable** warrants for February 14, 17, 18, 22, 23, 25. **Farnham moved to approve the warrants and the motion carried.**

Wells presented **payroll** warrants for February 18 and 25, and March 4. **Farnham moved to approve the warrants and the motion carried.**

- **Weight Permits**

Wells presented Uniform Municipal Excess Weight Permits from the following companies:

- Huntington Homes, Inc., East Montpelier
- Swan Sitework, LLC, Shelburne
- N.A. Manosh, Inc., Morrisville
- Champlain Construction, Inc./Bear Dog Enterprises, Middlebury
- Chevalier Drilling Co., Inc., Highgate Springs
- Hillcrest Trucking and Storage, Saratoga Springs, New York
- McCullough Crushing, Inc., Middlesex
- Vermont Renewable Fuels, Manchester Center

Farnham moved to approve the permits and the motion carried.

- **Liquor License for Plainfield Co-op**

Farnham moved to approve the liquor license for the Plainfield Co-op and the motion carried.

- **Planning for Filling Open Positions and Upcoming Vacancies**

Wells reported that there are vacancies on several committees and suggested advertising in social media. Volz concurred and Farnham suggested reevaluating the way the vacancies are posted on the website to make them stand out more.

Farnham requested that the list of vacancies be discussed at the second meeting in March. Wells offered to send the list of vacancies and terms to the Select Board ahead of the next meeting.

Wells reported that there is a new applicant for the open road crew position. She will send the application to the Select Board and refer the applicant to the Road Crew for an interview. Volz recommended that the applicant be interviewed by the Road Crew first and then send them to the Select Board for hiring if they recommend hiring.

Farnham reported that town can post job openings for free on some websites and can also pay \$5.00 per day on Indeed to move the job description up in the listings. She recommended that the town change its request for three years' experience to one year experience. Volz recommended dropping the years of experience requirement and changing it to salary "based on years of experience."

Wells was asked how hiring Road Crew members who didn't have a CDL was handled in the past. She reported that the town covered the cost of CDL training and the employee had to sign an agreement to stay for a minimum of three years. Meanwhile, the new hire can complete many other tasks.

Farnham will modify the job description and send it to Wells and Select Board members.

- Discussion of the job description for the Town Clerk and Treasurer: Volz noted that two descriptions will be required: the brief version for postings and the complete version for the new hire to work from. Wells has materials from the Secretary of State's office and will refer to VLCT website to find language for job posting for Town Clerk and Treasurer positions.

**Farnham requested that Wells look for information on the Road Foreman position at the VLCT. Wells agreed to do so.**

**There was general agreement to post the openings on free websites and to hold off on paid advertisements and websites.**

- **CV Fiber Alternate Appointment**  
Farnham moved to appoint Barry Ibey as the CV Fiber Board Alternate and the motion carried.
- **Mask Mandate**  
The board members present agreed to let the mask mandate expire. Farnham noted that schools will drop mask mandates soon. The town will not mandate masks, but businesses and public offices can require masking indoors. The standing mandate expires on March 14. **The Town Office will require masks.**

#### Plainfield Village Center Designation

This item was put on this agenda at a previous meeting but no one was in attendance to speak to it, so the SB chose to put it on a future agenda.

#### Select Board Update

Volz reported that Select Board member Sasha Thayer is reducing her role for health reasons and that Volz and Farnham are assuming some of her work. They requested patience through this transition.

Continuity of Operations Planning - Grace Vinson, Central Vermont Regional Planning Commission (CVRPC) and Bruce Johnson, East Montpelier Town Administrator  
Vinson and Johnson were not at the meeting. Vinson is no longer working for the CVRPC. Volz recommended following Bonnie Waninger's advice of having someone from CVRPC come at a date in the future. **Farnham recommended pushing this to a later meeting in April and Volz agreed.**

Conservation Commission request to spend up to \$550 in funds from the Town Forest Fund

The funds will be used for signage around the town forest in reference to the borders of the forest. **Farnham moved to authorize the Conservation Commission to spend up to \$550.00 in funds from the Town Forest Fund for signage and the motion carried unanimously.**

#### Change Orders for Pedestrian Bridge

Farnham noted that she emailed the change orders to Select Board members. Farnham provided a synopsis of the changes. The removal of concrete and masonry from front of apartment building added \$51,400.00, including use of higher grade, class A concrete, which added \$40,000.00. In other areas they were able to increase the use of class B concrete over class A concrete, resulting in a savings of \$70,000.00. The estimated overage is currently \$1,800.22. **Farnham moved to approve the change orders for Daniels Company for the Pedestrian Bridge and the motion carried unanimously.**

Farnham noted that she met with Ross Gowan from VTrans and Jason from VHB, who explained the change orders to her and emphasized that these are estimates.

The second change order is from VHB Engineering. The project required extensions and there is still work to do, so their change order is for \$20,669.00. Farnham moved to approve the VHB change order in the amount of \$20,669.00 and the motion carried unanimously.

#### Pedestrian Bridge Handrail

Farnham reported that the contractors suggested application of a coating that can be pressure washed for an additional cost. Volz agreed with Farnham that it is worth finding out what the cost will be and discuss it at a future meeting.

#### Agenda Items for Upcoming Meetings

Job Descriptions, Committee Appointments and Assignments

Job Descriptions

Plainfield Village Center

Pedestrian Bridge Railing Coating Cost

Jay Southgate & Old Fire House

Continuity of Operations (April)

#### Meeting Minutes

Volz and Farnham are going to get all of the minutes ready for the second March meeting.

Farnham moved to adjourn at 7:52PM and the motion carried.

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#### March 23, 2022 Agenda items

- Conservation Commission
- Hardware Store Garbage Containers
- Fleet Permits
- Old Fire Station – Jay Southgate

- ARPA Committee Appointments
- Co-Op Parking
- Update on State Emergency Management mask distribution and other matters related to COVID-19 - Sasha Thayer
- Meeting Minutes

### **April Agenda Items**

- Continuity of Operations Planning, Grace Vinson, CV Regional Planning Commission & Bruce Johnson, East Montpelier Town Administrator