

**Town of Plainfield Select Board Meeting,  
Tuesday, July 19, 2022  
Minutes - DRAFT**

Agenda

Commencement of regular select board meeting

Changes to Agenda

Announcements

Public comment

Town Clerk/Town Treasurer Report - Linda Wells

- Update on August 2 primary
- Update on new Assistant Town Clerk/Assistant Town Treasurer and preparation for retirement
- Approval of contract with Washington County Sheriff's Department
- Approval of warrants
- Approval of minutes

Road Foreman Report - Michael Bingham

- General update
- Approval of Access Permit for Michael J. Meyer property, Parcel 5 on Upper Road
- Approval of update of Application for Access Permit

Update on Main Street Bridge Repair and Pedestrian Bridge Project

Town Hall/Opera House management contract with Friends

Update on complaint re sign at 235 Brook Road

Review of properties on Brook Road with trash & any action to take

Approval of Local Emergency Management Plan

Other business

Agenda items for upcoming meetings

- August 2, 2022 Agenda Items

Adjourn

**Present were** Jim Volz (Board Chair), Sasha Thayer (Select Board member), Michael Bingham (Road Foreman) and by Zoom present were Linda Wells (Town Clerk). Keith Swann (Friends of the Opera House/Town Hall), Melinda Vieux and Eric Blaisdell (Times Argus newspaper).

**Commencement of regular select board meeting:** Jim Volz called the meeting to order at 7:07 PM.

**Changes to the Agenda:** Jim mentioned that Linda had sent around a VTrans grant that needs to be approved and it was agreed that this would get added to Linda's portion of the agenda. Jim also mentioned the recent email received regarding a voting accessibility survey. It was decided to add this to the August 2, 2022 agenda.

**Announcements:** There were no announcements.

**Public comment:** There was no public comment.

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

Update on new Assistant Town Clerk/Assistant Town Treasurer and preparation for retirement: Linda reported that Robin Miller has been doing really well. Linda has had her working on processing taxes, election preparation, and cleaning out the vault in the basement.

- Update on August 2 primary: Linda stated that the primary election date is August 9, 2022 and the polls will be open from 9 AM to 7 PM at the Town Clerk's Office. People can also request an absentee ballot for themselves or a family member, but can only pick up an absentee ballot for themselves. They can request an absentee ballot at the Secretary State's website or request it directly from the Clerk's office. Absentee ballots can be mailed out to the person requesting it or picked up at the office.

Completed ballots can be brought to the Town Clerk's office and put in the slot or handed to a clerk. 142 absentee ballots have been sent out, and 22 absentee ballots have been returned.

- Tax payments are due August 17, 2022 and can be mailed, or brought in to the Clerk's office or put into the drop at the Town Clerk's Office. Linda stated that she extended the tax due date to Wednesday, August 17, to not be in conflict with the primary election date.

- Approval of warrants: Linda presented the following warrants for approval: Payables: July 5, 6, 11, and 12 and Payroll: July 8 and 15. **Sasha Thayer moved approval of the Payable warrants for July 5, 6, 11, and 12 and the motion passed unanimously. . Sasha Thayer moved approval of the Payroll warrants for July 8 and 15 and the motion passed unanimously.**

- VTrans grant for the catch basin repair. Linda explained that the town applied for \$15,000, but was granted only \$13,500 due to the number of applications. Since there is a 10% match the most that the town will receive is \$12,150 and will have to make up the rest if the bid accepted exceeds the \$13,500 granted.

Road Foreman Michael Bingham had the bid figures and provided them to the Board. A bid for \$15,000 was received from Dennis Baril and a bid of \$10,440.77 from G.M.

Bowon. Bowon has done work for the town previously satisfactorily. **Sasha Thayer moved to accept the bid of \$10,440.77 from G.M. Bowon of Calais to do the catch basin repair and the motion passed unanimously.** It was noted that the address for G.M. Bowon is PO Box 73, 2510 Bliss Road, Calais, Vermont.

- Approval of minutes: Approval of minutes will be on the agenda for August 2, 2022.

### **Road Foreman Report - Road Foreman Michael Bingham**

- General update: The road crew had to cut some trees on Middle Road due to recent storms and has been dealing with some washouts as well from the heavy rain. The washouts were nearly a foot deep in some places because the roads haven't been graded for about a month. He's had Casey hauling sand and gravel. The previous week the road crew had been doing a lot of ditching and cut some brush. Jim Volz that he'd just come down the Middle Road and the part they had done is great.

- Approval of Access Permit for Michael J. Meyer property, Parcel 5 on Upper Road - There was discussion about this application being on an old form from 2008, rather than the one approved on October 28, 2019. Michael has looked over the application and has no objection to the permit being granted and doesn't see the need for any special conditions. **Sasha Thayer moved to grant the Access Permit Application of Michael Meyer Property of Seattle Washington, for Parcel 5 on Upper Road and the motion passed unanimously.**

- Approval of update of Application for Access Permit - In reviewing the Access Permit form relating to the Michael Meyer application, Sasha noticed a few places in the form approved on October 28, 2019 which could be updated, including the name of the road foreman, now Michael Bingham, and contact information for the applicant if not the land owner and for the landowner. **Sasha Thayer moved the Application for Access permit circulated with the changes requesting contact information and updating the name of the road foreman to Michael Bingham and the motion passed unanimously.**

Sasha also noted that she had updated the website and put the October 28, 2019 form up and that she'll put the newly approved form up right away so anyone requesting an Access Form will be able to use the newly approved form which states "Revised 2022-07-19". Linda will update her files as well.

**Town Hall/Opera House management contract** - Linda asked to be able to make a comment about the proposed contract. The contract mentions providing reports throughout the year, and one of these would be in the next fiscal year. Linda would like to have the report dates within the fiscal year and the due dates for invoices ahead so she will be able to complete the payment in the appropriate fiscal year, not the next fiscal year. Linda

OKd dates of August 1st, December 1st and June 1<sup>st</sup>.

Linda also raised a concern about the proposed management contract including plowing of the parking lot across the road. Jim explained that this has been addressed and will not be in the Friends contract for the Opera House/Town Hall management contract. Sasha explained that she'd spoken with Keith Swann and explained the concern about including the plowing. The Friends met the previous night and approved that change to the contract. Linda mentioned that if they needed plowing they may want to use Kevin Hudson who has done plowing for the Town.

**Clarifying the time frame for execution of the VTrans grant and who would be executing it, Sasha Thayer moved that the Select Board approve the VTrans grant for \$13,500 and that Jim Volz be authorized to sign it and the motion passed unanimously.**

**Update on Main Street Bridge Repair and Pedestrian Bridge Project** The work has not yet started. There is concern about how long the three months of work will continue.

**Approval of Local Emergency Management Plan:** Emergency Management Director Sasha Thayer reported that she had sent a draft of the annual Local Emergency Management Plan and had received some suggestions for changes and additions. She said that she has not yet made all these changes and would like to make them, then recirculate the plan and have it on the agenda for August 2. This approach was alright with Jim Volz. Sasha also mentioned that there was a suggestion to be specific about vendors the town regularly deals with, like electric. Shd said she hadn't done been suggested in previous years and she hadn't done so, but thought it was a good idea. This would include, for instance, what company that the Town gets electric service from - Michael Bingham confirmed that this is Green Mountain Power for the Town Garage. He also provided information about companies the town uses for gravel (J.A. MacDonald), calcium chloride from the Gorman Group in New York, and winter sand from Northeast Materials in Graniteville.

The Select Board will take approving the Local Emergency Management Plan on August 2<sup>nd</sup>.

**Review of properties on Brook Road with trash & any action to take** - There had been mention in previous complaints about properties on Cameron Road and Brook Road with a lot of trash that could go into the river in a heavy rain and cause problems. Sasha drove up Cameron Road and didn't find any property with such a problem, and also viewed a

property at 1246 Brook Road which has a great deal of trash and waste on the front yard facing the road. Jim Volz also looked at this property and Michael Bingham stated that he isn't aware of any other property with such a problem other than the one on Brook Road. Sasha following up as Emergency Management Director and also seeking assistance from Town Health Office Baylen Sky was proposed and received support from the Board. This will be on the agenda for August 2, 2022. Sasha also mentioned that with a prior problem on a different property, the Vermont Department of Environmental Conservation became involved and was clear that because the trash wasn't in the road right-of-way, the property owner is responsible for cleanup.

Melinda Vieux shared that in all her years being involved in Green Up, it became very clear to her that there are not state regulations dealing with this. Sasha also mentimed that some other towns have ordinances about trash and that Plainfield may want to consider this.

**Update on complaint re sign at 235 Brook Road** - Jim said he drove by there today, the sign is wrapped around itself. It was also mentioned that the Select Board made a referral to Zoning Administer Karen Storey and the board hasn't heard back from her. Jim also mentioned that becasue this is a political sign, the content can't be regulated by the Select Board. This will be on the agenda for August 2.

**Town Hall/Opera House management contract with Friends** - Keith Swann of the Friends joined the meeting to discuss the proposed Town Hall.Opera House management contract with the Friends. The dates for reports and invoices being changed was discussed and the alternate dates of August 1<sup>st</sup>, February 1<sup>st</sup> and June 1<sup>st</sup> were suggested. These would be alright according to Keith and he will make the changes to the contract and get it to Jim Volz tomorrow. Payments for services August 15, February 15, and June 30, with the dates for invoices being August 1<sup>st</sup>, February 1 and June 1<sup>st</sup>. **Sasha move that the Select Board approve the contract for services with the changes for the dates of payment be August 15, February 15, and June 30 and the dates for reports and invoices from the Friends be August 1st, February 1st, and June 1<sup>st</sup>, and that Jim is authorized to sign the congract and the motion passed unanimously.**

**Approval of contract with Washington County Sheriff's Department** - The Select Board decided that this will be on the August 2 agenda as there a couple of blanks on #10 needing to be filled in. Sasha will follow up with the Sheriff's Department re these numbers. This item will be in the Town Clerk report of the August 2 agenda.

**Other business** - There was no Other Business other than Jim Volz communicating with the road crew applicant regarding the Town's offer of employment. **Sasha Thayer moved to authorize Jim Volz to send off the letter prepared to one of the candidates and the motion passed unanimously.** The Select Board set an executive session select board meeting to address hiring issues on Friday, July 22nd at 2 PM.

**Agenda items for upcoming meetings : August 2, 2022 Agenda Items**

- As part of Town Clerk/Treasurer;s report:

    , voting accessibility survey & recommendations

    - contract with Washington County Sheriff's Department

- update on Main Street Bridge repair and Pedestrian Bridge project

- approval of the Local Emergency Management Plan

- update on the complaint re the sign at 235 Brook Road

- update re the trash problem at 1246 Brook Road

**Adjourn - Sasha moved to adjourn the meeting and the motion passed unanimously at 8:08 PM.**

Minutes were prepared by Sasha Thayer.