

**Town of Plainfield, Vermont
Select Board Meeting Minutes
August 16, 2022 - Approved**

Present in Person: Sasha Thayer, Select Board Member

Present via Zoom or telephone: Jim Volz, Select Board Chair; Tammy Farnham, Select Board member; Linda Wells, Town Clerk and Treasurer; George Cushing; Will Colgan, Plainfield Planning Commission; Melinda Vieux; Betsy Ziegler; Jason Keener, VHB Engineering; Lucy Blue; Mike Bingham, Plainfield Road Foreman; Susan Grimaldi; George Springston; Peter Young; Jamie Spector, Plainfield Recreation Committee; Yoko Kishishita; Paula Emery, Administrative Assistant to the Select Board

Agenda:

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 Linda's retirement

- Approval of contract with Washington County Sheriff's Department

- Approval of warrants

- Approval of minutes including July 29 and August 2, 11

Road Foreman report – Michael Bingham

Update on Recreation Committee programs – Jamie Spector

Update on Old Home Days & how you can help – Jamie Spector

Brook Road replacement bridge-Hazard Mitigation Grant Program – Alice Merrill:

Update on Main Street Bridge Repair and Pedestrian Bridge Project – Tammy Farnham`

Update on complaint re sign at 235 Brook Road

Review of properties on Brook Road with trash

Other business

Agenda items for upcoming meetings

- September 6, 2022 Agenda Items

Adjourn

Chairman Jim Volz called the meeting to order at 7:00 PM.

Amendments to Agenda

Volz requested that the following items be added:

- Hiring Administrative Assistant to the Development Review Board (DRB)
- CV Fiber Memorandum of Understanding and ARPA Funds
- Plainfield Village Center Designation
- Vehicles left in Mill Street lot
- Insurance Form for Daniels Construction Co

Public Comment

George Cushing inquired about the responsibilities of the Recreation Committee, noting that the decaying wooden barrier is becoming dangerous. He also mentioned that there's debris on the field, such as a broken basketball hoop and picnic table. He suggested putting cameras up.

Volz requested that Cushing bring these issues up later in the meeting.

Melinda Vieux noted that there is a broken lavatory in the right of way in front of the old Hardware Store. It was decided to ask the Road Crew if they can pick it up during the Road Foreman Report. Meanwhile, the town is still looking for a Maintenance Officer.

Town Clerk/Town Treasurer Report - Linda Wells

Update on August 2 Primary

Wells reported that the primary day went really well and that there were 395 voters, or which 171 were absentee ballots. Thayer asked about the use of tabulator and Wells stated that it is a good system, that there were no problems, and that going forward the only election required to use it is the General Election and the town can decide when to use it otherwise. Town Meeting votes will be hand counted.

November Election: The Secretary of State's office will mail a ballot to every registered voter in Vermont. These ballots can be mailed, dropped in the Town Office drop box, dropped off in the Town Office during regular open hours. Ballots that are mailed have to arrive on or before election day. In this case the postmark doesn't matter – the ballots have to be received on or before election day.

Update on New Assistant Town Clerk/Assistant Town Treasurer and Preparation for Linda's Retirement

Wells reported that the new Assistant Town Clerk is doing well and that they are working on taxes, which are due on August 17. As always, payment has to be postmarked by the 17th but can be dropped in the Town Office drop box or taken into the Town Office.

Approval of Contract with Washington County Sheriff's Department

Thayer reported that the hourly amount in the new contract is \$31.25/hour and that Plainfield can contract for five to ten hours per week of coverage based on the allocation of \$10,000.00 for coverage, most of which is for traffic control. **Volz moved to authorize Thayer to determine the amount, fill the amount into the contract, and sign the contract. The motion carried.**

Approval of Warrants

Thayer moved to approve payroll warrants from July 30 and August 12, and accounts payable warrants from August 2 and 4. The motion carried.

Development Review Board Administrative Assistant

Volz stated that the Development Review Board (DRB) needs to hire someone to take minutes and inquired about the hourly rate paid to the Select Board Administrative Assistant. He suggested that the Town Clerk's office might provide those services in the near future.

Wells recommended that the Select Board consider hiring a part-time administrative assistant for the Town Office to alleviate the work load in the office, particularly around election and tax times. This person could do minutes for town committees that need an outside minute taker. She agreed to provide an outline of the responsibilities for the Select Board to review at a special meeting.

Approval of Minutes

Thayer moved to approve the minutes from the July 29 and August 11 meetings, and the motion carried.

Road Foreman Report

Michael Bingham, Road Foreman, reported that the Road Crew has gotten all of the winter sand into the garage and that they are doing improvements on Gray Road now. He noted that the chloride tank is getting plugged and plans to contract with the Gorman Group for repairs and equipment, in addition to chloride.

Bingham reported that he's been researching a replacement for the ten wheeler truck. He noted that the price on the trucks has increased by \$20,000 since last year's quote. He recommended that the town purchase the Mac Truck for \$143,267.00 (cab and chassis only) as soon as possible. He received a quote of \$91,700.00 for equipment for the truck from Viking of Williston. The total for the new truck and equipment will be \$235,000. It will take six months to a year for the , with a six month to one year lead time before the truck is delivered. None of the existing equipment can be re-used. Volz suggested asking Linda how to structure the payment and Bingham agreed to do so.

Wells noted that in the past the town has budgeted for new equipment and borrowed the remainder from a state loan program for highway equipment or the bank.

Volz recommended that the Select Board agree to approve the proposal so that Bingham can place the order for the replacement truck and equipment, go over the financing with Wells, and then come back to the Select Board approve the financing. There was some discussion about the value of the 2007 Mac that is being replaced. Bingham will inquire about the trade-in value.

The Select Board will hold a special meeting on Thursday, August 25 to discuss the financing of the new truck, the hiring of a part time administrative assistant, Pedestrian Bridge Insurance Form, and sharing cost of emergency management with the Fire Department.

Michael Bingham was asked if the Road Crew can pick up the lavatory in the right-of-way and he agreed to do so.

Update on Recreation Committee Programs – Jamie Spector

Jamie Spector of the Recreation Committee reported that summer programs have been successful. They were funded through a grant with Cutler Memorial Library. She noted that new supplies are stored in the shed at the Recreation Field, including: soccer and basketballs, skateboards and helmets, folding tables, pop up tents, and volley ball, badminton and corn hole lawn games.

Surfaces on the skate park and the concrete blocks near the parking lot have been prepped for painting by the art workshop.

She noted that the Recreation Committee was unable to purchase a bouncy house because of insurance restrictions, which left a \$2,000.00 surplus that she would like to use to contract Ben Youngbaer for another three weeks of skateboard workshops, the purchase of a popcorn truck, and tennis court surface repairs.

Spector requested that the Select Board approve the updated contract for Youngbaer and Gillard so that the amount can be submitted for reimbursement from the grant. Spector will amend the contract for Youngbaer and submit it to Wells to be signed. **Volz moved to authorize Linda Wells to sign the contract and the motion carried.**

Trash: Spector noted that there is a volunteer who is willing to collect trash at the Recreation Field. The Recreation Committee would like to put the trash and recycling bins out as an interim measure. **Spector offered to talk with Wells about ordering signs about carry-in, carrying-out trash.** There was discussion about the practicality of trash receptacles in the Recreation Field, with Cushing stating that prior experience shows that receptacles will need to be emptied twice a week.

Spector noted that a report from the town's insurance company indicated that the surface material under the toddler play area and the metal climbing dome is improper/insufficient. Code requires nine inches of wood chips. Spector will order the wood chips and pay with the Recreation Committee budget. She noted that the majority of the Recreation Committee's budget is spent on the porta potty and mowing and asked the Select Board to reconsider the budget.

The condition of the wooden rail fence was raised and Spector stated that she agrees that the fence needs to be replaced or removed. **Spector stated that the Recreation Committee can remove the fence.**

Update on Old Home Days & How You Can Help – Jamie Spector

Spector stated that things are coming along, but there are various areas that need assistance. She will post it on Front Porch Forum and do outreach. There will be no

Variety Show this year. She requested that the Select Board members pick up some tasks. Any help is appreciated.

The Fire Department's chicken barbeque will happen this year, tickets are limited and can be purchased by contacting the Fire Chief, Greg Light.

Brook Road Bridge Replacement Hazard Mitigation Grant

George Springston urged the Select Board to move forward with the grant proposal for this project because the funding is excellent right now, stating that the grant is large and that the town grant writer, Alice Merrill, needs to begin soon.

Susan Grimaldi also encouraged the town to move forward as the funding is the best it will get. She emphasized that the issue is about more than property values, it could be a life and death situation during a flood.

Jason Keener of VHB Engineering said that Merrill contacted him about the current cost. The updated cost is \$1,500,000.00 for construction, with a town share of roughly \$150,000.00.

Volz moved that the Select Board authorize Alice Merrill to prepare an application to the FEMA Hazard Mitigation Grant Program for purposes of obtaining a grant for the Brook Road bridge. The motion carried.

This item will be taken up at the September 6 meeting.

Update on Main Street Bridge Repair and Pedestrian Bridge Project – Tammy Farnham

Farnham was not present to report. Thayer noted that Ross Gowan of VTrans called her and said that the condition of the bridge may require a lot of work and that it may make sense to put the membrane down and repave now and hold off on the structural repairs. He echoed what Jason Keener of VHB Engineering has said, that the state does not favor holding off on going forward this fall and that there is enough time to get this done. Gowan also said that the large vehicle detour proposed by the town is going to add more time to the project because it has to be approved.

Update on Complaint about Sign at 235 Brook Road

The Select Board sent a letter to the residents requesting that they remove the signs and have not heard back from them.

Review of Properties on Brook Road with Trash

Thayer reported that she, in the capacity of Emergency Management Director, the Town Health Officer, and the Emergency Management Coordinator went to look at both properties. They decided to approach the landowners about remediation.

George Cushing stated that he spoke with the landlord of one of the properties, who is in the process of evicting the tenant and plans to clean up the trash on the property when the tenant is gone.

Truck in Mill Street Lot

Thayer offered to make a sign to put on the vehicle. Volz moved to authorize Thayer to make the sign. Volz will call the owner of the Mill Street vehicle. The motion carried.

CV Fiber

CV Fiber sent a memo of understanding requesting use of Plainfield's ARPA funds to provide fiber in the town.

Cushing requested that the ARPA Committee be convened and offered to contact committee members and share information that Thayer sends him.

Thayer noted that there are other needs for the ARPA money, including a \$27,000 property purchase by the Water and Wastewater Commission to protect one of the town wells.

Volz recommended that the ARPA Committee meet to review proposals and send recommendations to the Select Board and not act on the CVFiber request until we have committee recommendations.

Plainfield Village Center Designation – Will Colgan, Plainfield Planning Commission

The village center designation helps the town to qualify for municipal and neighborhood development grants. He stated that there is no cost to the town – only advantages. This is an eight year designation that is up for renewal. If not renewed the town's benefits will lapse. Colgan requested that the Select Board approve the following motion: **At the meeting on August 16, 2022, the Plainfield Select Board agreed to renew the designation of the Plainfield village as a Village Center. Volz made the motion and the motion carried.**

Other Business

There is an insurance form for the Pedestrian Bridge from Daniels Company needs to be completed and signed. Volz will contact Tammy to make sure this is done. This item was put on the Special Meeting agenda for Thursday, August 25th.

Agenda items for September 6, 2022

- Brook Road Bridge
- Old Home Day
- Old Fire House
- CV Fiber Memorandum of Understanding

Adjourn

Thayer moved to adjourn at 8:57PM and the motion carried.

Respectfully submitted by Paula Emery.