

**Town of Plainfield
Select Board Meeting
February 12, 2018
Approved Minutes**

PRESENT: Ross Sneyd (Select Board Member), Betsy Ziegler (Select Board Chair), Alexandra Thayer (Select Board Member), Linda Wells (Town Clerk/Treasurer), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Bram Towbin (Road Commissioner), Kate Hayes (Constable), Michael Billingsley (Emergency Management Director), and Laura Ranker (Central Vermont Regional Planning Commission).

Ross Sneyd reported that the Select Board went into Executive Session at 6:35pm to discuss a personnel issue and adjourned at 7:04pm. No action was taken.

Betsy Ziegler called the regular session of the meeting to order at 7:08pm.

AGENDA

- Review Agenda
- Public Comment/Announcements
- Town Clerk's Report: Warrants, Permits, Elmhill-Rural Development Grant Letter of Support, 2017-18 Budget Adjustment
- Road Report: Winter Parking Policy, New Signs
- Website: Kathy Bizzoco
- FEMA Grant and Hazard Mitigation Plan: Laura Ranker
- HMP Update: Michel Billingsley
- Appointments: Hazardous Mitigation Committee, Animal Control Officer
- Constable Update
- Approve Minutes
- Other Business
- Adjournment

REVIEW AGENDA

- Sneyd noted that Kathy Bizzoco would not be present for the Website discussion, but that he would give an update on the new site. **Ross Sneyd made a motion to adopt the agenda as amended. The motion was approved.**

PUBLIC COMMENT/ANNOUNCEMENTS

- Sneyd announced the URL for the Town of Plainfield's new website. While the site is still in development, Sneyd encouraged people to visit it.
- Town Clerk/Treasurer Linda Wells announced that the Town Reports will likely be mailed out at the end of this week.
- Wells announced that School Taxes 2 are due on Wednesday, 2/14/18. To be considered on time, those delivering payment to the Town Clerk's office in person need to have them in the drop box no later than 4pm, and those mailing them in need to have them postmarked on or before 2/14/18.

- Wells noted that the next Select Board meeting, 2/26/18 at 7pm at the Town Hall Opera House, will include an informational hearing regarding two ballot items on the Town Warning: 1) the proposed purchase of the Gallison House across from the Town Hall Opera House; and 2) validation of a vote at last Town Meeting for Fire Department funding. The two items can also be discussed at Town Meeting.
- It was noted that the Twinfield School Budget has gone out and will be discussed at the School Board meeting on 2/27/18.

TOWN CLERK'S REPORT: WARRANTS, PERMITS, ELMHILL-RURAL DEVELOPMENT GRANT LETTER OF SUPPORT, 2017-18 BUDGET ADJUSTMENT

- Wells presented a letter from Kathleen Hayes, who has expressed interest in the Animal Control Officer position.
- Wells requested clarification on what the Select Board planned to do regarding the Parking Ordinance, which will be discussed later in the meeting.
- **Sneyd made a motion to approve the warrants of 1/26/18, 2/2/18, 2/2/18, 2/9/18, and 2/9/18. The motion was approved.**
- **Sneyd made a motion to approve the annual liquor permit application for the Plainfield Co-op. The motion was approved.**
- **Sneyd made a motion to approve the annual liquor permit application for Positive Pie. The motion was approved.**
- **Sneyd made a motion to approve the annual liquor permit application for outside consumption for Positive Pie. The motion was approved.**
- **Sneyd made a motion to approve the fleet permit application for McCullough Crushing in Middlesex. The motion was approved.**
- **Sneyd made a motion to approve the Evidence of Community Support letter for Elmhill, Inc., also known as the East Hill School, which is applying for a USDA grant. The motion was approved.**
- Wells noted that \$25,000 had not been added to the Town Budget in the tax line item to cover some of the delinquent taxes for the year. Adding in the \$25,000 will change the Select Board budget to \$470,606.05 and the total of the proposed 2018-19 Town Budget to \$966,706.05. After a brief discussion, **Sneyd made a motion to put \$25,000 into the Outstanding Delinquent Taxes line item resulting in a total 2018-19 Town Budget of \$966,706.05. The motion was approved.**

ROAD REPORT: WINTER PARKING POLICY, NEW SIGNS

- Road Commissioner Bram Towbin reported that the Highway Department has been very busy, but that all is going well.
- The verbiage and layout of the proposed winter parking-restriction signs were discussed. Towbin will make the recommended changes and order the signs by noon tomorrow.
- Towbin recognized the work done by Constable Kathleen Hayes in putting notes on cars during the recent snow events, which avoided having to tow any cars.
- Towbin noted the importance of posting 911 signs that mark the locations of houses, which is critical for emergency vehicles in finding dwellings quickly in urgent situations. Those without such signs should contact the Town Clerk's office.

- Constable Hayes stated that blanket language is needed regarding removing cars by certain times of the day. The Select Board outlined a draft schedule over the next couple of meetings for the steps involved in changing the Traffic Ordinance.
- Hayes requested that a couple of one-way signs be posted in the parking lot outside the Town Clerk's office.

WEBSITE: KATHY BIZZOCO

- Webmaster Kathy Bizzoco was not present. Sneyd provided an update on the current state of the new Town website, which, while still under construction, contains a great deal of information.
- Alexandra Thayer noted that there is a bill pending in the State Legislature that proposes to change the requirement of posting minutes after municipal meetings from five days to five *business* days.

FEMA GRANT AND HAZARD MITIGATION PLAN: LAURA RANKER

- Laura Ranker from Central Vermont Regional Planning Commission (CVRPC) was present to discuss the process of updating the Town's Hazard Mitigation Plan (HMP). The current plan expires in June of 2018. Ranker noted that even after June, as long as the Town is engaged in the process of updating the plan, it will qualify to receive funding for the bridge project application as well as for reimbursement funding in the event of a disaster. Development of the updated plan needs to involve public participation throughout the process. Emergency Management Director Michael Billingsley noted that the next few meetings of the Hazard Mitigation Committee will be devoted to updating the HMP, including the public participation aspect. Regular Hazard Mitigation Committee meetings will be held on 2/15/18 at 7pm at the Municipal Offices, 3/15/18 at 6pm at the Municipal Offices, and the public participation meeting will be held on either 3/17/18 or 3/18/18, depending upon the availability of the Town Hall Opera House. Ranker continued outlining the process of HMP adoption by the Town and subsequent FEMA approval, noting the 30 hours of assistance to the Town that CVRPC will be providing in the updating process. **Sneyd made a motion to endorse the process outlined by Ranker for cooperative development of the Hazard Mitigation Plan update with the Central Vermont Regional Planning Commission. The motion was approved.**

HMP UPDATE: MICHEL BILLINGSLEY

- Billingsley noted that Thayer and others will be helping to draft the updated HMP and that input will be provided by several other officials in the Town. The Plainfield Health Center will offer its input as well because it will be providing assistance in the event of flu pandemic, a new area of the plan. Billingsley noted various resources from where information for drafting the plan will be drawn. He explained the danger posed by the Marshfield dam in the event of a dam failure, which will be included in the new areas that will be addressed in the plan.

APPOINTMENTS: HAZARDOUS MITIGATION COMMITTEE, ANIMAL CONTROL OFFICER

- **Sneyd made a motion to appoint Select Board member Alexandra Thayer to the Hazard Mitigation committee. The motion was approved.**
- **Thayer made a motion to make the terms of the Hazard Mitigation Committee members run from March to March. The motion was approved.** Thayer suggested that her position on the Hazard Mitigation Committee be ex-officio.
- After reading aloud a letter of interest from Kathleen Hayes to be appointed as Animal Control Officer, **Sneyd made a motion to appoint Kathleen Hayes as Animal Control Officer. The motion was approved.**

CONSTABLE UPDATE

- Constable Hayes was no longer present.

APPROVE MINUTES

- **Sneyd made a motion to approve the minutes from the 1/22/18 Select Board meeting as written. The motion was approved.**

OTHER BUSINESS

- There was no other business to discuss.

ADJOURNMENT

- **Sneyd made a motion to adjourn at 8:40pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff