

**Town of Plainfield  
Select Board Meeting  
April 24, 2019  
Approved Minutes**

**PRESENT:** James Volz (Select Board Member), Alexandra Thayer (Select Board Chair), Tammy Farnham (Select Board Member), Linda Wells (Town Clerk/Treasurer), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Bram Towbin (Road Commissioner), Michael Billingsley (Hazard Mitigation Committee), Amos Meacham (Hiring Committee for Brook Road Bridge Replacement Project Engineering), Kathleen Hayes (Constable, Animal Control Officer), Mary Sackley (Resident), and George Springston (Hiring Committee for Brook Road Bridge Replacement Project Engineering).

**Alexandra Thayer called the meeting to order at 7:02pm.**

**AGENDA**

- Review Agenda
- Public Comment/Announcements
  - April 23 Community Dinner
  - April 30 Community Gathering Announcement
  - May 31 & June 1 Cutler Memorial Book and Plant Sale & Request for Plant Donations
- Town Clerk's Report
  - Approval of Warrants
- Purchasing Policy Discussion/Approval
- Road Commissioner's Report
- Update on Climate Economy Model Communities Program; April 20 Kickoff Dinner and Selectboard Action for Funding for Dinner and Mailing (Jim Volz)
- Animal Control Officer - Kathleen Hayes
  - Complaint
  - Animal Control Ordinance Update Recommendation
- Bridge Replacement Engineering Proposal Contract Discussion/Approval
  - Response/Advice from Hazard Mitigation Committee
  - Alice Merrill
- Long-Term Planning for the Select Board
- Bike/Pedestrian Project Update
  - Review of Written Report from Pat Travers
  - Consideration of Information from Ross Gouin, AOT Re: Potential Cost to Town
  - Consideration of Next Steps, including whether to Schedule Special Meeting with Pat Travers, David Strong, and Andrea Day
- Approval of Local Emergency Management Plan or Schedule Special Meeting 4/29/19
- Approval of April 8, 2019 Select Board Meeting Minutes
- Agenda Items for 5/13 Meeting
- Adjourn

## REVIEW AGENDA

- Thayer noted that discussion of the Purchasing Policy would be put off until the next meeting.  
**James Volz made a motion to approve the agenda as amended. The motion was approved.**

## PUBLIC COMMENT/ANNOUNCEMENTS

### - APRIL 23 COMMUNITY DINNER

### - APRIL 30 COMMUNITY GATHERING

### - MAY 31 & JUNE 1 CUTLER MEMORIAL BOOK AND PLANT SALE & REQUEST FOR PLANT DONATIONS

- Thayer noted that with the rescheduling of the Select Board meeting from 4/22/19 to 4/24/19, the Community Dinner had already taken place.
- James Volz provided an overview of the 4/30/19 Community Gathering and encouraged participation.
- Thayer announced that the Cutler Memorial Library will be holding its annual book and plant sale on 5/31/19 and 6/1/19.
- Thayer noted that on 5/7/19, there will be an opportunity for people to comment on the proposed addition to the Cutler Memorial Library.

## TOWN CLERK'S REPORT

### - APPROVAL OF WARRANTS

- Town Clerk/Treasurer Linda Wells reported that she had received a bill from the Town of Marshfield for Plainfield's \$238 portion of the printing/postage costs of the postcards mailed out announcing the 4/30/19 Community Gathering at Twinfield Union School. Discussion followed regarding funds remaining in the Select Board budget and the \$200 approved at the 4/8/19 Select Board meeting for Plainfield's portion of the meal cost at the event. **Tammy Farnham made a motion to approve spending \$238 out of the Select Board budget to cover Plainfield's portion of the printing/postage costs related to the 4/30/19 Community Gathering.**
- Noting that the 5/27/19 Select Board meeting will fall on Memorial Day, it was decided not to hold a meeting on that day and that an alternate date for it would be determined at the 5/13/19 meeting.
- Wells noted that the Recreation Field project is starting up again and that she is working with Dan Gadd on items that she has ordered for the project.
- Bram Towbin thanked Dan Gadd for organizing the recent Easter Egg Hunt.
- Wells reported that she and Thayer have been working on the Purchasing Policy.
- Wells reminded everyone that it is the last quarter of the fiscal year and that she will bring copies of the general ledger to one of the next two Select Board meetings. Wells noted issues she has been having regarding the last-quarter billing for the 911 Dispatch cost.
- **Volz made a motion to approve the following Fleet permit requests:**
  - **Barrett Trucking**
  - **Black Rock Coal, Inc.**
  - **Kelley-View Farm, Inc.****The motion was approved.**
- **Volz made a motion to approve warrants of 4/12/19, 4/13/19, 4/15/19, 4/24/19, and 4/26/19. The motion was approved.**

## PURCHASING POLICY DISCUSSION/APPROVAL

- After discussing various aspects of what should be included in the Purchasing Policy, Wells noted that she will send out a more complete version to the Select Board for comments.

## **ROAD COMMISSIONER'S REPORT**

- Road Commissioner Bram Towbin reported on the following:
  - The Road Crew had accidentally nicked the fire helmet statue by the Fire House when plowing snow this winter, the repairs for which will cost no more than \$350.
  - Depending upon how things go, the Highway Department may need to purchase more gravel.
  - There have been some issues with farmers trucking manure. Because the Road Crew has had to fix the roads twice, Towbin requested that farmers do their trucking when the roads are hard.
  - There have been issues with people removing road debris off their property onto the road and into drainage areas.
  - Regarding the Vermont Alert system, where during an emergency situation different groups within the community and the public at large can be communicated with, Towbin noted that the system is set up geographically by town. Given that certain areas between these towns overlap one another, Towbin strongly encouraged the Select Board to write a letter to Marshfield and East Montpelier stating that the Town of Plainfield requests authorization to send emergency notifications to the residents of East Montpelier and Marshfield and that Plainfield grants permission for those towns to send emergency notifications to Plainfield's residents.

## **UPDATE ON CLIMATE ECONOMY MODEL COMMUNITIES PROGRAM & 4/30 KICKOFF DINNER AND SELECT BOARD ACTION RE: FUNDING FOR DINNER AND MAILING - JIM VOLZ**

- While most of the information on this item was covered during the Public Comment/Announcement portion of the meeting, Volz noted that announcement postcards recently were sent out.

## **ANIMAL CONTROL OFFICER - KATHLEEN HAYES**

### **- COMPLAINT**

### **- ANIMAL CONTROL ORDINANCE UPDATE RECOMMENDATION**

- Animal Control Officer Kathleen Hayes reported that the Town needs to expand its repertoire of kennels because the Central Vermont Humane Society deals strictly with strays and rehoming, but not with problem animals. Hayes has identified three additional kennels that are willing to fulfill that role: Cheryl McQueeney, Rob Lowe, and Random Rescue. With only the details known regarding Cheryl McQueeney's rates, Hayes will follow up with both Rob Lowe and Random Rescue regarding their use as alternate kennels. In the meantime, **Farnham made a motion to use Cheryl McQueeney in West Danville as an alternate kennel. The motion was approved.**
- Thayer noted a Notice of Complaint filed on 4/24/19, stating that the Select Board must hold a meeting within 21 days of the complaint. Following some discussion, Hayes stated that she will write up and send her report on the incident, including her remediation recommendations, to the Select Board by 5/1/19. **Farnham made a motion for the Select Board to hold a special meeting, if needed, on 5/8/19 at 7:30am to clarify any information from Hayes's report, and to hold the public hearing on 5/14/19 at 7:00pm. The motion was approved.**

## **BRIDGE REPLACEMENT ENGINEERING PROPOSAL CONTRACT DISCUSSION/APPROVAL**

### **- RESPONSE/ADVICE FROM HAZARD MITIGATION COMMITTEE**

### **- ALICE MERRILL**

- Hiring committee members Amos Meacham and George Springston were present to recommend the committee's top choice between two entities, Dubois & King and VHB, both of which had responded to the Town's request for proposals (RFP) for the engineering portion of the Brook Road Bridge Replacement Project. Select Board member Tammy Farnham was also part of the hiring committee. Springston summarized the review process, stating that as a result of the committee's ranking of the criteria as set out in the RFP, VHB had the better, more complete proposal due to the

fact that that it exhibited a greater understanding of the local conditions than did Dubois & King. Discussion followed, including the importance of communication between parties prior to actually contracting with a firm; the need to further define the scope of project; the Hazard Mitigation Committee's expressed support of the hiring committee's recommendation; who in the community might be involved in future discussions between the Select Board and VHB; comparisons of cost estimates from both entities and what work the costs included; and the Town's matching cost share for the engineering phase. **Farnham made a motion to hire VHB as the engineering firm for the Brook Road Replacement Bridge Project. The motion was approved.**

#### **LONG-TERM PLANNING FOR THE SELECT BOARD**

- Due to time considerations, it was decided that this agenda item would be considered at the next Select Board meeting.

#### **BIKE/PEDESTRIAN PROJECT UPDATE**

##### **- REVIEW OF WRITTEN REPORT FROM PAT TRAVERS**

##### **- CONSIDERATION OF INFORMATION FROM ROSS GOUIN, AOT RE: POTENTIAL COST TO TOWN**

##### **- CONSIDERATION OF NEXT STEPS, INCLUDING WHETHER TO SCHEDULE SPECIAL MEETING WITH PAT TRAVERS, DAVID STRONG, AND ANDREA DAY**

- Discussion centered on the cost of the project, and overages, and the reliability of the dates in Project Manager Pat Travers's report. It was decided that Pat Travers, David Strong, and Andrea Day would be asked to attend the Select Board's 5/13/19 meeting.

#### **APPROVAL OF LOCAL EMERGENCY MANAGEMENT PLAN OR SCHEDULE SPECIAL MEETING 4/29/19**

- Thayer reviewed the draft of the Local Emergency Management Plan (LEMP), which is due on 5/1/19. Discussion followed on various aspects of what is included in the LEMP. Based on his experience as the former Emergency Management Director, Michael Billingsley stated his willingness to help with the evaluation of an emergency shelter at Goddard College to assess its suitability. Thayer stated that she would meet with Goddard's facility manager to understand the College's parameters in providing a shelter location. **Volz made a motion to approve the Local Emergency Management Plan and give Thayer the authority to make minor edits. The motion was approved.**

#### **APPROVAL OF APRIL 8, 2019 SELECT BOARD MEETING MINUTES**

- **Volz made a motion to approve the minutes from the 4/8/19 regular Select Board meeting as written. The motion was approved.**

#### **AGENDA ITEMS FOR 5/13 MEETING**

- Purchasing Policy Discussion/Approval
- Two Additional Alternate Kennel Options
- Long-Term Planning
- Update on Bike/Pedestrian Sidewalk Project

#### **ADJOURN**

- **Volz made a motion to adjourn at 9:15pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff