

**Town of Plainfield
Select Board Meeting
October 8, 2018
Approved Minutes**

PRESENT: Alexandra Thayer (Select Board Member), Ross Sneyd (Select Board Chair), Tammy Farnham (Select Board Member), Linda Wells (Town Clerk/Treasurer), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Baylen Slote (Plainfield Town Health Officer), Justine Gadd (former Plainfield Town Health Officer), Bram Towbin (Road Commissioner), George Cushing (Delinquent Tax Collector), and Bob Atchinson (Energy Coordinator).

Ross Sneyd called the meeting to order at 7:02pm, which began with a meeting of both the Plainfield Board of Health and Select Board.

PLAINFIELD BOARD OF HEALTH CONVENES TO CONSIDER DEPUTY HEALTH OFFICER APPOINTMENTS, GET UPDATES

- **Alexandra Thayer made a motion to approve the appointments of Justine Gadd and Kathleen Hayes as Deputy Town Health Officers. Town Health Officer Baylen Slote seconded the motion. The motion was approved.**
- Slote reported that he has been dealing with a few issues that he considers standard concerns.
- Sneyd noted an email the Select Board received regarding smoking in the building at the School Street Apartments.
- Thayer confirmed former Town Health Officer Justine Gadd's interest in serving in an emergency management role in terms of helping to assess emergency shelters as well as issues around pandemics. Thayer noted that she would be following up with Gadd on it.
- **Sneyd made a motion to adjourn the Board of Health meeting at 7:10pm. The motion was approved.**

Sneyd opened the Select Board portion of the meeting at 7:10pm.

AGENDA

- Select Board Reviews Agenda; Public Comments/Announcements/Call For Appointments (Twinfield School Board, Planning Commission, Conservation Commission)
- Town Clerk's Report/Warrants
- Delinquent Taxes
- Road Report
- Recreation Field Lighting, Policies
- Emergency Management Director
- Other Business
- Minutes

REVIEW AGENDA

- Noting that Recreation Committee Chair Dan Gadd could not be present at tonight's meeting, Sneyd amended the agenda to address the Recreation Field Lighting and Policies at the next meeting and in its place include a report from Energy Coordinator Bob Atchinson. Thayer requested that a report on her attendance at a recent Vermont League of Cities and Towns meeting be added. **Sneyd made a motion to adopt the agenda as amended. The motion was approved.**

PUBLIC COMMENT/ANNOUNCEMENTS

- Sneyd read aloud a letter of resignation from long-time Conservation Commission Member and Co-chair Jan Waterman, and thanked her for her service.
- Sneyd noted a number of openings on Town boards that need to be filled, including the Twinfield School Board, the Planning Commission, the Conservation Commission, and possibly the Development Review Board. Thayer encouraged young people to apply.
- Road Commissioner Bram Towbin announced that the Central Vermont Regional Planning Commission is coordinating three different meetings under the title of Water Wise Woodlands. The first is on 10/13/18 in Marshfield, the second is on 10/20/18 in Cabot, and the third is on 10/30/18 in Plainfield. Towbin will post the schedule of meetings on local social media sites.
- Sneyd asked Towbin about the progress of the Emerald Ash Borer Task Force. Towbin stated that he is waiting for a map from the Agency of Natural Resources depicting where ash trees are growing along roads.

TOWN CLERK'S REPORT/WARRANTS

- Town Clerk/Treasurer Linda Wells announced that the Wastewater assessment is due on 10/26/18; the general election is on 11/6/18 and will be held at the Town Clerk's office with polls open from 9am to 7pm; and School 1 taxes are due on 11/14/18.
- Wells presented the approved VTRANS grant for the Brook Road Culvert Project in the amount of \$121,500. **Sneyd made a motion to sign on behalf of the Select Board the State of Vermont Grant Agreement BC1976 for the Brook Road Culvert Project. The motion was approved.**
- Wells presented the final grant paperwork for reimbursement of \$9,388.77 for last October's wind storm damage. Towbin stressed the importance of documenting these events. **Sneyd made a motion to authorize Sneyd to sign the acceptance of the Disaster Declaration Grant DR4356 from October 29 and 30 of 2017. The motion was approved.** Wells stated that the money will go into the general fund.
- **Sneyd made a motion to approve warrants of 9/17/18, 9/21/18, 9/28/18, 10/4/18, and 10/5/18. The motion was approved.**
- **Sneyd made a motion to approve a fleet permit request for Codling Brothers Logging. The motion was approved.**

DELINQUENT TAXES

- Sneyd explained the issue of a couple of taxpayers who had missed the deadline within a few hours of when it was due and had strongly objected to the late charges that were applied. Wells noted that the deadline policy of 4pm on the day that taxes are due was set at Town Meeting in 2006. Tax payments postmarked by the due date are also considered on time. After some discussion, Sneyd noted that he will write a letter to the taxpayers letting them know that the deadline policy was set by Town Meeting voters and that the Select Board has no authority to change it unless there were to be a new proposal at Town Meeting.

ROAD REPORT

- Road Commissioner Bram Towbin's report included the following:
 - The crosswalk and stop line painting in the Village will be done in the spring. Sneyd requested that the work be done within the current budget year, before 7/1/19.
 - The manhole cover situation on Creamery Street has been addressed.
 - Towbin is meeting with someone from Central Vermont Regional Planning Commission regarding sediment issues at a number of different sites in Plainfield.
 - The portable traffic radar sign will hopefully be delivered tomorrow. The plan is to place the equipment on Brook Road as a starting location.
 - The Brook Road culvert project may require flaggers, but Towbin believes that the road will not need to be completely closed during construction.
 - The work to fill in the cracks on Brook Road, Barre Hill Road, and East Hill Road is expected to be done soon.
 - Tammy Farnham noted that there is a section of Barre Hill Road that is again washing out.

OTHER BUSINESS

- Thayer reported on her attendance at the Vermont League of Cities and Towns annual meeting and her proposal to amend the Vermont Constitution to remove the part about allowing slavery and involuntary servitude until the age of 21, which was passed unanimously.

REPORT FROM ENERGY COORDINATOR BOB ATCHINSON

- Atchinson reported on the current electric vehicle charging station on Mill Street. It is getting fairly good usage and averages around \$0.20 per kilowatt hour, which is the suggested donation for users. He noted that the padlock on the service disconnect box is missing and that he has replaced the plastic cover on the money box. Atchinson stated that available funding for new electric vehicle charging station grants is for park and ride locations. Discussion followed on requirements for those grants; whether to apply for a grant to install one at Plainfield's park and ride; and usage payment models. It was decided that the Town would not apply for a grant at this time.
- Atchinson noted that the Energy Team is entering into a memorandum of understanding with Efficiency Vermont where an approved Efficiency Vermont contractor will come to a residence to perform a free home energy assessment, with the Energy Team following up to provide additional support. Sneyd requested that Atchinson forward the information to the Town Webmaster to post on the Town website.
- Thayer raised the issue of State energy code requirements regarding new construction and noted that she does not think Plainfield's zoning permits make reference to it. Thayer asked Atchinson to work with Zoning Administrator Karen Storey to include the State's energy requirement in Plainfield's municipal zoning permits for new construction.
- Atchinson announced that the Energy Team is sponsoring a Paul Hawken Project Drawdown live streaming event and pot luck on 10/19/18 from 7:30-9:30pm. If some WIFI connection issues can be worked out, Atchinson stated that the event will be held at the Town Hall Opera House.
- Sneyd noted that budget season will begin within two months and asked that Atchinson be prepared for the Energy Coordinator's budget meeting. He alerted Farnham, who has not yet gone through the budgeting process, that there will be an increase in special Select Board meetings in December regarding the Town budget.

EMERGENCY MANAGEMENT DIRECTOR

- With regard to redrafting Plainfield's Emergency Management Director job description, Thayer reported that according to her research and discussions with the Fire Chief, the Road Commissioner, and Chief Facility Operator of the Water/Waste Water Department, the most important qualities of an Emergency Management Director are communication skills, the ability to work collaboratively with people, and documentation and reporting. Thayer noted the successful Emergency Management Team model that some towns have adopted. Sneyd suggested that the Select Board review Thayer's draft of the Emergency Management Director job description and consider its approval at the next meeting. Once approved, a streamlined job announcement can be posted.
- Citing the difficulties in obtaining records from the former Emergency Management Director, including information regarding emergency shelters, Thayer, along with the Select Board as a whole, has decided that the best way forward is to reconstruct those records.
- In response to Farnham's inquiry into the status of the Town's Hazard Mitigation Plan, Thayer stated that she and Laura Ranker from the Central Vermont Regional Planning Commission are working to complete the update.

OTHER BUSINESS (CONT'D)

- Items to be added to the next meeting's agenda are approval of the Emergency Management Director position and, if Recreation Committee chair Dan Gadd is available, the Recreation Field Lighting and Policies.

MINUTES

- **Sneyd made a motion to approve the minutes from the 9/24/18 regular Select Board meeting and the 10/2/18 special Select Board meeting as written. The motion was approved with one abstention due to Farnham not being present at the 9/24/18 meeting.**

ADJOURN

- **Sneyd made a motion to adjourn at 8:45pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff