

**Town of Plainfield Special Select Board Meeting Minutes**  
**March 30, 2021**  
**Approved**

Present electronically were Select Board members Tammy Farnham, Sasha Thayer (Chair), and Jim Volz.

**The meeting commenced at 7 AM.**

**Review Agenda:** No changes were made to the agenda.

**Approval of VHB as Pedestrian Bridge project resident engineer & contract;**

There was discussion of the content of the contract that VHB had sent to Tammy for signing and what the contract states as the state whose laws will be controlling should there be any dispute. Tammy noted that VHB has been working with VTrans for thirty years. Jim located in the contract that the contract will be governed by the laws of Vermont.

The issue of Tammy continuing in her role as the contact person for the Pedestrian Bridge project and the Rte 2 Intersection project was discussed. Tammy said she wasn't sure how the Board wanted to proceed with her not going to be on the Board. Sasha asked if there were some way that Tammy were willing to shepard these projects. Tammy said especially with thi project, there will be a kickoff meeting with tne contractor, VHB, her, Ross, and Alice, just to answer questions, kickoff meeting just to have everyone on the same page. She said that at that point, VHB would be taking over, the project manager would be stepping back and there will not be a lot required once the project started. Jim asked if Tammy if she might be willing to continue in this role past her term. Tammy said that she would be willing to do so and would volunteer her time.

Sasha also mentioned that at a recent Select Board meeting that Tammy described how, rather than requiring the Town to hire a project manager, Vtrans and Ross Gouin had been willing to work with her in that capacity. Sasha noted that Tammy had put so many hours into this, including the Rte 2 Intersection, that she knows all the ins and outs that no one else does, and has done miracle work to get the State to agree to things Sasha never thought were possible. Sasha said if there were some way that Tammy were willing to continue in that role for both projects, or decide to not step down, she would be most grateful. Tammy said she would have to think about the Rte 2 project, but especially for this project, she is definitely willing to continue on if Sasha and Jim are fine with her being the project manager for the Town.. Jim said that he is totally fine and he also wanted to thank her for all her work. Jim said it was great of her to volunteer to do that.

**Jim moved that the Select Board allow Tammy to continue as the project coordinator for the Pedestrian Bridge project even if she were to step down from the Board and the motion passed unanimously.** This will also be on the agenda for our April 12 meeting to confirm this decision.

Returning to the approval of the contract with VHB as the resident engineer, Tammy noted that the date of the contract needs to be changed from March 10, 2020 to March 30, 2021 and her email needs to be corrected to [selectboard8@gmail.com](mailto:selectboard8@gmail.com). **Jim moved that the contract with VHB be approved with these changes and the motion passed unanimously.**

There was discussion about who should sign the contract with VHB on behalf of the Board and Tammy stated that she is willing to do that. **Jim moved to authorize Tammy to sign the**

**contract with VHB and the motion passed unanimously.** Tammy will make the changes noted and send the signed contract on to VHB.

**Approval of select board administrative assistant description and dissemination:**

There was discussion of the administrative assistant description Sasha put together and sent to the Select Board. Jim raised the need to change the first sentence under “Duties” to include preparing minutes from live meetings as well as from audio and video tapes. All were in agreement about making that change. Tammy asked for clarification about the scope of potential duties set out in the job description and the budgetary implications. She was concerned that the description was an expansion of responsibilities and going over budget for the taking of minutes, and also concerned that the inclusion of posting of minutes and agendas on the website is more than being done now. Jim noted that these are potential duties, that the Select Board could ask to be done. Sasha stated that Cindy had posted minutes when she held this role and currently as administrative assistant for the Development Review Board posts minutes, so that was why this was included.

There was also discussion about whether this would be an employee position or a contract position. Sasha stated that she had worked with Linda about the content of the description and that Linda said that both Cindy and Erika have been treated as employees. Sasha said that the position could be treated as a contract position, but raised the issues of equity when someone is considered an employee versus a contractor. Jim also raised the issue of being able to have more control over how an employee does a job, versus a contractor and being able to take action in the hours were getting close to the amount in the budget line. Sasha said that the description indicates that the position is that of an employee, referring to the language at the end of the description stating that the position is part-time paid employment by the Town, paid an hourly rate set by the Select Board and that part-time regular employees are not eligible for employee benefits. The Board made no change to this portion of the job description, so this will remain an employee position.

**Jim moved to approve the Select Board Administrative Assistant with the changes made and the motion passed unanimously. Sasha will get this up and posted.**

**USDA Plainfield Coop grant letter of support:**

There was discussion of the letter of support requested by the Plainfield Coop for the USDA grant being made for them. Sasha confirmed that what was being proposed for approval was the letter she sent around with the Town logo at the top. She said the letter was drafted by Rose Paul, chair of the Plainfield Coop board and that she made a few changes to what Rose had written. Sasha also said that Rose is fine with these changes. **Jim moved that the Board approve the letter of support for the USDA grant for the Plainfield Coop and the motion was approved unanimously. Jim also moved that Sasha be authorized to sign the letter on behalf of the Board and the motion was approved unanimously.** Sasha said she would sign it and send it out.

**Adjournment:**

**Tammy moved to adjourn the meeting and the motion passed unanimously at 7:55 AM.**