

**Town of Plainfield, Vermont
Select Board Meeting Minutes
April 5, 2022**

Approved

Present via Zoom or telephone: Jim Volz, Select Board Chair; Sasha Thayer, Select Board Member; Linda Wells, Town Clerk and Treasurer; Eric Blaisdell, *The Times Argus*; Charles Cogbill; Baylen and the Sky Family; Christian Meyer, Central Vermont Regional Planning Commission; Keith Swann; Paula Emery, Administrative Assistant to the Select Board; Jamie Spector, Recreation Committee.

Tammy Farnham, Select Board Member, joined by phone at 8:21PM.

Agenda:

Changes to Agenda

Announcements

Town Clerk/Town Treasurer Report - Linda Wells

- Planning for filling open positions and upcoming vacancies due to retirement including planning for seeking employees including Highway Department, Town Clerk's Office, Water/Wastewater Department
- Grant for Culvert work on East Hill
- Approval of warrants - Fleet Permit
- Approval of minutes

Road Foreman Report

Health Department Gully Remediation Maintenance Agreement

Appointments including to Town Boards, Committees and Commissions

Covid Policy for Indoor Town events including the Opera House

Briefing on VLCT Webinar on ARPA requirements and deadlines - Jim Volz

Plainfield Rec Committee/Cutler Memorial Library - Vermont Afterschool Grant Program - Jamie Spector

Pedestrian Bridge Update

Agenda items for upcoming meeting

Adjourn

Chairman Jim Volz called the meeting to order at 7:06 PM.

Changes to Agenda

Add Municipal Services Program Grant and Town Highway Certificate of Compliance to agenda.
Moved by Thayer and passed unanimously.

Announcements

Tammy Farnham was unable to attend the meeting but will by phone later in the meeting to report on the Pedestrian Bridge.

Town Clerk/Town Treasurer Report - Linda Wells

Planning for filling open positions and upcoming vacancies

Wells reported that she sent an updated advertisement to the Select Board members and requested approval of the advertisement. **Thayer moved to approve placement of advertisement for Assistant Town Clerk to be posted as soon as possible in a variety of publications including *The Times Argus*, *The World*, Front Porch Forum, Plainfield People and Indeed. The motion carried.**

Wells noted that applicants must reside in Plainfield and stand for re-election at Town Meeting in March, 2023.

Wells requested information about the open Highway Department and Water and Wastewater positions and recommended that the Select Board review the advertisements before they are posted. **Volz requested that Wells ask Mary Lane of the Water and Wastewater Commission to draft the advertisement for the Water and Wastewater posting.**

Grant for Culvert work on East Hill

Wells reported that a grant for this project was approved two years ago with Ruggles Engineering acting as contractor. She contacted them and their cost remains \$13,000.00, as previously quoted. This amount was budgeted at the time. Wells suggested submitting a structures grant to pay for the engineering. She requested that Select Board members come to the office to sign the grant application. Those present agreed to do so.

Annual Highway Financial Plan and Certificate of Compliance for Town Road and Bridge Standards

These are standard reports submitted annually to the state that must be signed by two Select Board members. The Certificate of Compliance needs to be confirmed by the town's legislative body. **Thayer moved to approve and the motion carried.**

Grant for Fire Department Cabinet for Storage of Flammable Items

Fire Department requests approval for the grant of \$1,452.78 from the Vermont League of Cities and Towns. The grants are fully funded. **Thayer moved to approve the grant request made by the Fire Department for a cabinet to store flammable items and the motion carried.**

Wells noted the possibility of using the same grant funds to purchase items for the Highway Department. She will present more information on this at the next meeting.

VTrans Highways Grant Application for Main Street Bridge

Wells reported on her progress on the writing of a grant for extensive and necessary repairs to the bridge deck, including plugging of deck drains. The T-beams and soffits are also deteriorating and need to be repaired.

She received advice from Jason Keener, who presented two options:

- 1) Do the repairs to the deck and plug the drains, maintaining one way alternating traffic with temporary signals for \$225,000.00
- 2) Close the road to traffic, install detour signs, and do all of the repairs for \$175,000.00.

Keener advised going with the first option and holding off on the T-beams until a later time when the repairs can be done from below. At that point, removing deck will not be required to repair the T-beams.

The town's match is 10%. Wells would like to submit the grant for the highest level of funding so that we get what we need regardless of which option is chosen.

Thayer moved to authorize Wells to proceed with the grant for repairs to the Main Street Bridge and the motion carried.

Approval of Warrants

Wells presented Accounts Payable warrants for March 23 and 29, and Payroll Warrants for March 25 and 31. **Thayer moved to approve the warrants and the motion carried unanimously.**

Fleet Permits

Wells presented fleet permit requests from:

- Black Rock Coal, Inc., East Montpelier
- Camp Precast Concrete Products, Inc., Milton
- Haskins & Associates Concrete, LLC, Waterbury
- Bellavance Landworks & Hauling, Barre
- Mathews Excavating, Waterford
- S. D. Ireland, S. Burlington
- Suburban Propane, Morrisville
- Weston Pulpwood Sales, Inc., Essex Junction

Thayer moved to approve the fleet permits with the language attached that was included previously, and the motion carried unanimously.

Approval of minutes

This item was moved to the next meeting's agenda.

Road Foreman Report

Mike Nolan reported that the Road Crew is getting caught up on mud season and that they have already spent \$46,000.00 of the gravel budget and may have to spend more before the season ends.

A new Road Crew member was hired and has started.

Nolan requested information about whether the Daniels Company is responsible for patching the holes on the Main Street Bridge, which needs to happen soon. Volz requested that Nolan send an email to Select Board members so that they can send it on to the appropriate person(s).

Nolan reported that the cost of the catch basin job at the end of the Recreation Field Road at Mill Street has increased. The town has contracted with Dennis Burrell to do the job. Thayer requested that Burrell contact Linda Wells to discuss the matter.

Nolan requested information about the advertisement for his position. He was asked to make a list of his duties for the job description and send it to Linda.

Appointments to Town Boards, Committees and Commissions

Discussion and decisions in italics.

Animal Control/Constable Vacant

Assistant Clerk/Treasurer Carol Smith

CV Fiber (formerly known as Central VT Internet)

Barry Ibey 2022-2023

Jeremy Matt 2022-2023

Thayer moved and the motion carried.

Cent VT Reg Planning Commission

Alternate representative

Transportation Advisory Committee

Thayer moved and the motion carried.

Paula Emery

Bob Atchinson

Bob Atchinson

Central VT Solid Waste Mgmt

Plainfield Representative 2022-2023

Alternate

Betsy Ziegler

Vacant

Thayer moved and the motion carried.

Central VT State Police Advisory

Vacant

Conservation Commission

Term Expires 2023

Term Expires 2023

Term Expires 2023

Term Expires 2023

Term Expires 2024

Mary Trerice

Serena Matt, Chair

Becky Atchinson

Rose Paul

Julie Hackbarth

Thayer requested that the terms be staggered and that the item be put on a future

agenda. The appointments were moved to a future agenda.

Development Review Board

Term Expires 2023	Seth Mullendore
Term Expires 2023	Mary Niebling
Term Expires 2024	Alice Sky
Term Expires 2024	Jim Volz
Term Expires 2025	Janice Walrafen, Chair

Wells noted that Walrafen's term expired and she renewed for three years. Thayer moved and the motion carried.

E-911 Representative

Thayer moved and the motion carried.

	Sandra Ross
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Emergency Mgmt Director

Tabled to a future meeting.

	Sasha Thayer
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Energy Coordinator

Thayer moved and the motion carried.

	Bob Atchinson
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Fire Chief

1st Assistant Fire Chief	Greg Light
2nd Assistant Fire Chief	Johnathan Matthew
Deputy Fire Chief	Andy Hebert
	Gary Graves

EMT Captain

	Johnathan Matthew
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Fire Warden
Thayer moved all of the above Fire Department appointments and the motion carried.

	Andy Hebert
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Hazard Mitigation Committee

three vacant positions

Health Officer-2024

Deputy Health Officer-2023	Baylen Sky
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Thayer moved and the motion carried.

	Vacant
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Planning Commission

Term Expires 2023
Term Expires 2023
Term Expires 2023
Term Expires 2023

Will Colgan, Chair
Jesse Cooper
Karen Storey
Baylen Sky

Volz moved and the motion carried.

Recreation Committee

Dan Gadd
Ryan Gillard
Michael Morlan

Ben Youngbaer
Jamie Spector

Thayer moved and the motion carried.

Registrar

Deputy Registrars

Linda B. Wells
R. Brent Whitcomb
Nicholas Whitcomb
John Reilly

Thayer moved and the motion carried.

Revolving Loan Committee

Thayer moved and the motion carried.

Karl Bissex
Dave Boynton

Road Commissioner

Road Foreman

Highway Administrator

Thayer moved and the motion carried.

Vacant
Mike Nolan
Michael Bingham

Social Concerns Committee

Thayer moved and the motion carried.

Marcy Hale
Judy Cyprian

Tree Warden

Nicko Rubin

Thayer moved and the motion carried.

Water and Wastewater Commissioners

Term Expires 2025

Mary Lane, Chair

Term Expires 2024

Tim Phillips

Term Expires 2023

Josh Pitts

Thayer moved and the motion carried.

Zoning Administrator 2025

Karen Storey

No change.

Health Department Gully Remediation Maintenance Agreement

Thayer reported on some clarifications she would like to be made to the Operation and Maintenance Plan (OMP) and Operation and Maintenance Agreement (OMA) clarifying the town's limitations of liability.

Christian Meyer of the Central Vermont Regional Planning Commission (CVRPC) stated that he is not able to speak for the Department of Environmental Conservation (DEC) but can take her proposed language to them for review.

Thayer reviewed more proposed changes and **Volz moved to approve the changes as drafted by Thayer for Christian Meyer to take to the DEC. Thayer amended Volz's motion to approve the OMP and the OMA with revisions and the motion carried.**

Thayer then moved that she be authorized to sign the agreement on behalf of the town and the motion carried.

Covid Policy for Indoor Town Events Including the Opera House

Keith Swann of the Friends of the Town Hall and Opera House reported that renters have inquired about increasing limitations on spacing and capacity. He requested that the Select Board increase the capacity of the Town Hall and Opera House from 65 to 80.

Volz stated that renters have to comply with state law, and Thayer suggested that the Town Hall continue a mask requirement. Swann noted that the windows can be open as of June.

Volz moved to change the Covid policy of the Plainfield Town Hall and Opera House to require that people wear masks and show proof of vaccination. The motion carried unanimously.

Swann requested that this issue be revisited when circumstances change.

Briefing on VLCT Webinar on ARPA Requirements and Deadlines - Jim Volz

Volz reported that the due date for filing for American Rescue Plan Act (ARPA) funds is April 30 and requested that Wells, Thayer and Farnham review the Vermont League of Cities and Towns

(VLCT) website and attend their webinars in order to determine which of two tracks the town should file for funds under. He recommended that the Select Board hold a special meeting on April 19 to review the requirements and decide which track to use. The decision on the track is required by April 30. Thayer offered to attend the VLCT's webinars. The item will be revisited at the next Select Board meeting.

Thayer moved to nominate all three applicants to the ARPA Committee: George Cushing, Bob Atchinson and Jane Bradley, and the motion carried.

Pedestrian Bridge Update

Tammy Farnham reported by telephone, beginning with a note that the color of the hand rail had to be changed from black to dark green.

She reported that there will be a meeting on Thursday to review the pavement ideas for the base, including number of inches of material, etc. Some of the cost of this paving will be a part of the project and some of it will be the responsibility of the town. There is an estimated overage of approximately \$6,000.00, but the recommendation is to hold off on membrane replacement/repair until it can be aligned with the Route 2 Intersection project, which will save about \$2,000.00 on this round of repairs. This will be revisited at the next Select Board meeting.

All members of the Select Board were interested in attending, so the Select Board will warn the meeting, to be held on April 7 at 2:00PM.

Plainfield Rec Committee/Cutler Memorial Library - Vermont Afterschool Grant Program - Jamie Spector

Jamie Spector attended in order to inform the Select Board that the Cutler Librarian invited the Recreation Committee to collaborate on an after school grant for supplies for Recreation Field play, such as: soccer balls, pinafores, cornhole sets, cookout supplies, art supplies, a skateboard clinic, purchase of skateboards and helmets, and supplies for Old Home Day, including five pop up tents and a bouncy house.

Spector clarified that Nick Hooker has stepped off of the Recreation Committee and that Ryan Gillard and Dan Gadd remain on the committee.

There was discussion about changing the key lock at the gate to a combination lock or a smart lock.

Agenda Items for April 19

Appointments: Energy Coordinator and Emergency Management Director
Conservation Commission staggered terms
ARPA Committee and Timeline & Filing
Approval of Local Emergency Operations Plan
Minutes
Pedestrian Bridge Update

Thayer moved to adjourn at 8:41PM and the motion carried unanimously.

Respectfully submitted by Paula Emery.