

Town of Plainfield Select Board Meeting
May 1, 2023
Plainfield Municipal Building, 149 Main St, 2nd Floor and via Zoom
Approved Minutes

Agenda:

- Changes to Agenda
- Announcements
- Public Comment
- Annual Adoption of Select Board Rules of Procedure
- Town Clerk/Town Treasurer Report, Robin Miller
 - Approval of warrants; Town Meeting minutes
 - Election Report
- Discuss improvements for how we track checks - FD Personal Equipment Account
- Discuss ‘Blinking Light’ Intersection Project - Ken Robie
- ARPA Funds Distribution - George Cushing
- Appoint Animal Control Officer - Peter Yasus
- Approve Website Contributor Guide; DNS Provider for .gov - Bob Fancher
- Approve Letter of Support for VT Arts Council grant application to purchase audio/video equipment for Town Hall/Opera House - Keith Swann
- Approve annual Local Emergency Management Plan - Michael Billingsley
- Make annual appointments
- Give go-ahead for VT Bike Shop and Take a Kid Adventure Biking Day
- Approve contract for Town Attorney with Tarrant, Gillies, and Shems
- Approve Draft Minutes
- Approval of Excess Weight Permits
- Executive Session regarding evaluation and/or appointment of a public officer or employee pursuant 1 V.S.A. § 313(a)(3)
- Return from Executive Session/Decisions (if any) in Public Session
- Adjourn

Present: Select Board members Riley Carlson (Chair), Bram Towbin, and Jim Volz. Also present were Town Clerk/Treasurer Robin Miller, ARPA Committee members Jane Bradley and George Cushing, Fire Chief Greg Light, Ken Robie of VTrans, David Strong, Betsy Zeigler, Melinda Vieux, Peter Yasus, Town Website Administrator Bob Fancher, and Keith Swann of Plainfield Arts.

Chair Carlson called the meeting to order at 6:05 pm.

Changes to Agenda:

Carlson suggested the addition of discussion of a mowing contract to be added to the agenda during the “Town Clerk’s Report”, the addition of approval of an access permit for 1816 Country Club Rd. after agenda item “Approval of Excess Weight Permits”, and removal of agenda item “Approve annual Local Emergency Management Plan - Michael Billingsley” to be discussed at a future Select Board meeting. There were no objections.

Towbin suggested an addition of a road update during “Announcements”.

Announcements:

Towbin addressed the issue of the phone pole that is in the middle of the sidewalk between the Fire Station and the Park and Ride which he noted is a safety hazard. He shared that he has contacted the Public Utility Commission and stated that the problem will be resolved before next winter.

Public Comment:

There was no public comment.

Annual Adoption of Select Board Rules of Procedure:

Towbin moved to approve the Select Board Rules of Procedure as they were written the previous year, the motion carried unanimously.

Town Clerk/Town Treasurer Report, Robin Miller:

Approval of warrants –

Miller presented the accounts payable warrants for April 6, 2023 and May 1, 2023 for approval.

Volz moved to approve the accounts payable warrants for April 6, 2023 and May 1, 2023, the motion carried unanimously.

Miller presented the payroll warrants for March 22 and 29, April 5, 12, 19, and 26, 2023 for approval.

Towbin moved to approve the payroll warrants for March 22 and 29, April 5, 12, 19, and 26, 2023, the motion carried unanimously.

Approval of Town Meeting minutes –

Miller presented the March 7 and April 15, 2023 Town Meeting draft minutes for approval.

Towbin moved to approve the Town Meeting draft minutes, the motion carried unanimously.

Election Report –

Miller reported that a total of 242 voters participated in the election of Town Officers and stated that the election results are posted on the Town website.

Approval of Mowing Contract –

Miller presented a mowing contract from Jason Cushing. Towbin suggested an amendment to extend the contract making it a three year, rather than one year, contract. Volz suggested the amendment should be presented to the contractor by Miller and reapproved if contractor agrees to the extension. **Towbin moved to approve the mowing contract for Jason Cushing at \$275 per mow for all Town mowing for the 2023 mowing season, the motion carried unanimously.**

Miller stated that the approved ARPA payments to Cutler Library, Plainfield Water/Wastewater Department, and CVFiber will be mailed out as soon as there are at least two Select Board member signatures on the warrant. She stated that the check for Plainfield Community Trust will be mailed once a contact person is identified. George Cushing asked for clarification regarding the APRA payment to the Water/Wastewater Department. Carlson clarified that the current approval of ARPA funds for the Water/Wastewater Department is for purchasing land and the associated attorney fees, that the survey fees and engineering study for School St. will be considered at a future meeting.

Discuss improvements for how we track checks - FD Personal Equipment Account:

Towbin provided background information regarding this issue. Miller shared that NEMRC (New England Municipal Resource Center) provides services that can be implemented to assist in tracking payments in the accounting software; she states that she will follow up with NEMRC. Greg Light offered information regarding the intended function of the Fire Department Equipment Account and advocated for more transparent tracking of funds. Miller will contact the bank to request past records and collaborate with Light. Towbin stated the issue will be further addressed at a future Select Board meeting as needed.

Fire Chief Greg Light requested that the Select Board sign a Memorandum of Understanding (MOU) regarding the grant that Capitol Fire and Mutual Aid has applied for to replace outdated dispatch equipment. **Towbin moved to approve signing the memorandum of understanding, the motion carried unanimously.**

Discuss ‘Blinking Light’ Intersection Project - Ken Robie:

Robie of VTrans provided information about the project’s planning stages and offered schedule updates, sharing that construction is likely three to four years out. He explained that the Town’s expected contribution as currently estimated would be around \$463,000 for any water and sewer lines that are in the State right of way. He stated that he has provided a Finance and Maintenance Agreement draft and a Utility Relocation Agreement to the Select Board which need to be reviewed by the Town and signed for the project to move forward. Carlson stated that the Select Board will review the documents. George Cushing spoke in support of having another way into and out of town during the construction and inquired about funding. David Strong noted that

there's strong support among residents for completion of this project and highlighted the opportunity to replace water and sewer lines at a good cost. Betsy Zeigler spoke in support of the project sharing her belief it will improve quality of life for Plainfield residents. Robie shared that there will be significant disruption of traffic for portions of the project and noted that plans for a detour will be addressed.

ARPA Funds Distribution - George Cushing:

Cushing provided an update regarding ARPA fund approvals and disbursements. Carlson stated that discussion of the requested ARPA funds for the Plainfield Recreation Committee, Plainfield Co-op, and the remainder of the recommended funding for the Plainfield Water/Wastewater Department will be on the agenda for the next or following Select Board meeting. Jane Bradley asked for clarification on the process for approval and disbursement and requested that ARPA fund applicants be given the opportunity to present their request to the Select Board. Carlson stated that applicants will be contacted and invited to participate when the discussion of their ARPA request is on the agenda. Bradley asked for clarification of next steps for the ARPA Committee's work. Carlson stated that the Select Board would be in contact with committee members to collaborate on next steps. Select Board members voiced their appreciation for the ARPA Committee's work.

Appoint Animal Control Officer - Peter Yasus:

Towbin moved to approve appointment of Peter Yasus as Plainfield Animal Control Officer. Melinda Vieux voiced her support for this appointment and expressed her hope that dogs barking in Town will be addressed. Peter Yasus stated that he looks forward to serving as Animal Control Officer. Select Board members thanked Yasus for volunteering. **The motion carried unanimously.**

Approve Website Contributor Guide; DNS Provider for .gov - Bob Fancher:

Volz moved to approve the website contributor guide and to approve Bob Fancher to pursue obtaining DNS service for the Town website from Powershift at a cost of \$35/year, both motions carried unanimously.

Approve Letter of Support for VT Arts Council grant application to purchase audio/video equipment for Town Hall/Opera House - Keith Swann:

Towbin moved for approval of the letter of support for VT Arts Council grant application, the motion carried unanimously. Carlson stated that the signed letter would be provided to Swann immediately following this meeting.

Approve annual Local Emergency Management Plan - Michael Billingsley:

This agenda item will be discussed at the May 15, 2023 Select Board meeting.

Make annual appointments:

Carlson presented the following re-appointments for approval, noting these are 1-year appointments unless otherwise stated:

- Jeremy Matt, representative to CVFiber
- Paula Emery, representative to Central Vermont Regional Planning Commission (CVRPC)
- Betsy Zeigler, representative to Central Vermont Solid Waste Management District (CVSWMD)
- Becky Atchinson, 3-year term, Conservation Commission
- Seth Mullendore, 2-year term, Development Review Board
- Mary Niebling, 3-year term, Development Review Board
- Greg Light, Fire Chief
- Gary Graves, Deputy Fire Chief
- Jonathan Matthew, First Assistant Fire Chief
- Andy Hebert, Second Assistant Fire Chief
- Jonathan Matthew, EMT Captain
- Donny Osman, Moderator
- Will Colgan, Planning Commission
- Jesse Cooper, Planning Commission
- Karl Bissex, Revolving Loan Committee
- Erica DeCosta, Revolving Loan Committee
- Judy Cyprian, Social Concerns Committee
- Gail Falk, Social Concerns Committee
- Nicko Rubin, Tree Warden
- Josh Pitts, 3-year term, Water/Wastewater Commission

Volz moved to approve the stated appointments, the motion carried unanimously. Carlson noted that there will be further appointments made at future Select Board meetings.

Give go-ahead for VT Bike Shop and Take a Kid Adventure Biking Day:

Towbin moved to approve VT Bike Shop to set up a tent at the Plainfield Park and Ride for Take a Kid Adventure Biking Day on May 21, 2023, the motion carried unanimously.

Approve contract for Town Attorney with Tarrant, Gillies, and Shems:

Volz noted that Tarrant may have a conflict of interest; Towbin will follow-up with Tarrant regarding this. **Towbin moved to approve the contract for Town Attorney with Tarrant, Gillies, and Shems, the motion carried unanimously.**

Approve Draft Minutes:

Carlson presented draft minutes for Select Board meetings held December 6 and 16, 2022 and April 3, 17, 22, and 24, 2023 for approval. **Volz moved to approve the presented draft minutes subject to the condition that Towbin and Volz would only vote for approval of the minutes for meetings for which they were in attendance and abstain from voting on the minutes for meetings they did not attend, the motion carried unanimously.**

Approval of Excess Weight Permits:

Carlson presented for approval excess weight fleet permits for Amerigas, Farnham Excavating, and Haskins. **Towbin moved to approve these fleet permits, the motion carried unanimously.**

Approval of an Access Permit for 1816 Country Club Rd.:

Carlson noted that the permit had already been approved by Road Foreman Michael Bingham. **Towbin moved to approve the access permit for 1816 Country Club Rd., the motion carried unanimously.**

Executive Session regarding evaluation and/or appointment of a public officer or employee pursuant 1 V.S.A. § 313(a)(3):

Carlson moved that the Select Board enter executive session to discuss evaluation and/or appointment of a public officer or employee pursuant 1 V.S.A. § 313(a)(3), the motion carried unanimously. The Select Board entered executive session at 7:20 pm.

Return from Executive Session/Decisions (if any) in Public Session:

Upon return from executive session the Select Board had no decisions to announce.

Adjourn: **Towbin moved to adjourn at 7:43 pm and the motion carried unanimously.**

Minutes respectfully submitted by Kristin Brosky, Town Administrative Assistant.