

**Town of Plainfield Select Board Meeting**  
**May 15, 2023**  
**Plainfield Municipal Building, 149 Main St, 2<sup>nd</sup> Floor and via Zoom**  
**Minutes - Draft**

**Agenda:**

- Changes to Agenda
- Announcements
- Public Comment
- Annual Adoption of Select Board Rules of Procedure
- Town Clerk's Report (Robin Miller)
  - Town Credit Card
- Road Foreman's Report (Michael Bingham)
- ARPA Committee Recommendations discussion & decisions:
  - Water/Wastewater (Mary Lane)
  - Plainfield Co-op (John Cleary)
  - Rec Committee (Jamie Spector)
- Rec Committee discussion:
  - Composting toilet/water spigot/trash collection/mowing costs
  - Name/focus change to 'Recreation and Public Art Committee'
  - Appoint Julia Wilk to Rec Committee
- CVFiber request to locate an optical line terminal at the Plainfield Park and Ride
- Approve Local Emergency Management Plan (Michael Billingsley)
- Discuss rubbish on Brook Road (George Cushing)
- Approve Finance and Maintenance and Utility Relocation agreements for 'Blinking Light' intersection project
- Discuss plan for June 5th Zoning Ordinance hearing
- Approve plan to sell old constable equipment
- Approve Memorandum of Understanding for CVFiber ARPA funds
- Approve Warrants; Draft Minutes; Excess Weight Permits; Access Permits
- Make annual appointments
- Adjourn

**Present:** Select Board members Riley Carlson (Chair), Bram Towbin, and Jim Volz. Also present were Road Foreman Michael Bingham, Water/Wastewater Commission Chair Mary Lane, Water/Wastewater Chief Operator Tristan MacGregor-Stewart, Emergency Management Interim Director Michael Billingsley, Plainfield Co-op Board Treasurer John Cleary, Recreation

Committee Chair Jamie Spector, Erica DaCosta, and Karen Kotecki of Right Of Way Services LLC representing CVFiber.

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

Changes to Agenda:

Carlson suggested the removal of Annual Adoption of Select Board Rules of Procedure as this was addressed at the previous Select Board meeting. There were no objections.

Towbin suggested an addition of a discussion of open positions in the Town.

Announcements:

Towbin stated that the Town is looking for a Health Officer, Constable, and Listers. Carlson stated that there are many vacant Town positions also including a maintenance person and open positions on Town Boards, Commissions, and Committees. Towbin notes interested parties can check the Town website or contact Select Board members for more information.

Public Comment:

There was no public comment.

Town Clerk/Town Treasurer Report, Robin Miller:

Miller was unable to attend but sent an update to Carlson prior to the meeting.

*Town Credit Card–*

Carlson shared Miller's update that she continues to research applying for a Town credit card.

This will be discussed at a future Select Board meeting.

Road Foreman's Report (Michael Bingham):

Bingham shared that the road crew has been smoothing roads and unplugging culverts and expects to have all the Town roads completed in a couple of days. He shared that the new Mack truck that the Town ordered arrived at the dealership last week and should be ready soon.

Towbin offered the update that Consolidated and the cable company should be removing the pole in the sidewalk on the way to the Park and Ride in the next couple of weeks. He will let Bingham know if the hole needs to be patched by the road crew.

ARPA Committee Recommendations discussion & decisions:

Carlson provided background information regarding the Town ARPA funds. He shared that the Town's total award was \$377,000 of which \$254,000 has been allocated. The allocations to date are: \$30,000 to CVFiber, \$173,000 for the replacement of Brook Rd. Bridge #21 pending FEMA grant approval, \$17,700 to Water/Wastewater for the water source protection property purchase and associated attorney fees, \$3,000 to Plainfield Community Trust – a non-profit that will help residents apply for grants, and \$30,300 to Cutler Memorial Library. He notes the remainder is approximately \$123,000 and the Select Board still has a number of recommendations from the ARPA Committee to look at.

*Water/Wastewater (Mary Lane) –*

Lane requested that the Select Board consider approval of the allocation of ARPA funds that the ARPA Committee has recommended regarding the Water/Wastewater request for \$12,000 for the survey of the recently purchased water source protection property and \$20,000 for a completed engineering study done by Aldrich and Elliot Engineers for the School Street waterline replacement project. She made an additional request for \$10,000 for a valve actuator which has failed and needs replacement.

Towbin expressed concern about the need to fund the future Route 2 Intersection Project and questioned whether ARPA funds should be reserved for that. Carlson acknowledged that there are competing needs for the ARPA funding.

Michael Billingsley, Town Interim Emergency Management Director, asked for a point of information, inquiring if his request for funding for an emergency generator would also be considered at this meeting. Carlson stated that that request would be on the agenda at a future Select Board meeting.

**Carlson moved to approve the allocation of an additional \$32,000 to Water/Wastewater to cover the cost of the survey and engineering study. Carlson and Volz voted in favor, Towbin opposed. The motion carried.**

*Plainfield Co-op (John Cleary) –*

Cleary revised the Plainfield Co-op request for ARPA funds from \$23,000 to \$10,000 which would help fund a 10% discount for EBT users at the Co-op and subsidize a lower mark-up on staple items. Select Board members expressed reservations about approving the request due to question about the viability of the Co-op and invited Cleary to revise the request and resubmit it to the Select Board for future consideration.

*Rec Committee (Jamie Spector) -*

Carlson stated that the original request for ARPA funds from the Recreation Committee was for \$51,637.50 of which \$1,000 is for a water spigot fountain, \$5,000 for a composting toilet, and approximately \$45,000 for a climbing dome at the recreation field. He noted that the ARPA Committee recommended \$22,819 for the Recreation Committee.

Spector provided an update on the Recreation Committee requests. Tristan MacGregor-Stewart clarified the role of the Water/Wastewater Department should the Recreation Committee go forward with installation of a water spigot fountain. Spector informed the Select Board that the Recreation Committee is also seeking grant funding for the composting toilet and climbing dome projects. The Select Board suggested to Spector that the Recreation Committee resubmit their request for ARPA funds for these projects once grant funding has been explored. MacGregor-Stewart noted that the water spigot project may exceed the requested funds; Spector will work with other members of the Recreation Committee to get an updated estimate to share with the Select Board for consideration at a future meeting.

Rec Committee discussion:

*Composting toilet/water spigot/trash collection/mowing costs –*

See above for discussion of composting toilet and water spigot.

Jamie Spector requested permission to contract with Casella for trash removal at the Recreation Field. Towbin provided background information, sharing that in the past the trash receptacle had been vandalized. Carlson noted that the Town is also still seeking a maintenance person. Spector will return with trash collection costs for discussion at the June 5, 2023 Select Board meeting.

Spector requested that the Recreation Field mowing costs come from the power and porta-potty account. Carlson will share this information with Town Clerk/Treasurer Robin Miller.

*Name/focus change to 'Recreation and Public Art Committee' –*

Spector shared that the Recreation Committee has been installing murals at the Recreation Field and stated that this potential name change could open up the option of applying for arts focused grants. Billingsley suggested that the name of the committee be “Recreation and Public Arts Committee” which he notes is more inclusive of various art expressions. Spector agreed.

**Volz moved to approve a name change from Plainfield Recreation Committee to Plainfield Recreation and Public Arts Committee. The motion carried unanimously.**

Erica DaCosta asked about the process for applying for ARPA funds. Carlson addressed this question.

*Appoint Julia Wilk to Rec Committee –*

Spector recommended that Julia Wilk be appointed to the Recreation and Public Arts Committee.

**Towbin moved to approve appointment of Julia Wilk to the Recreation and Public Arts Committee, the motion carried unanimously.**

Spector raised the issue of reservations for use of the Recreation Field and asked about the option of a calendar reservation process on the Town website. Spector will research past policies about reserving the Recreation Field and will bring that, as well as text for the proposed language on the website, to the next Select Board meeting.

CVFiber request to locate an optical line terminal (OLT) at the Plainfield Park and Ride:

Towbin and Karen Kotecki provided background information regarding the CVFiber request.

MacGregor-Stewart requested that the OLT not be placed over a Town water line that runs through the proposed area. Kotecki shared that CVFiber works with Dig Safe and will collaborate with Plainfield Water/Wastewater Department to finalize location of the OLT.

**Towbin moved to approve the CVFiber request to locate an optical line terminal at the Plainfield Park and Ride pending approval from Chief Water/Wastewater Operator Tristan MacGregor-Stewart regarding placement and the Town Attorney's easement**

**language, the motion carried unanimously.** Towbin stated that he will provide contact information for MacGregor-Stewart and the Town Attorney to Kotecki.

Approve Local Emergency Management Plan (Michael Billingsley):

Carlson stated that Billingsley had provided a copy of the Emergency Management Plan and the Municipal Adoption Form to the Select Board prior to the meeting. **Volz moved to approve the Local Emergency Management Plan, the motion carried unanimously. Volz moved to authorize Towbin to sign the Local Emergency Management Plan on behalf of the Select Board, the motion carried unanimously.**

Billingsley informed the Select Board of his work as Interim Emergency Management Director, stating that he's working with local schools, Spruce Mountain Inn, and Goddard senior housing to identify emergency management needs for these vulnerable populations. He also shared that he's seeking parties interested in serving as Emergency Management Coordinator and to train for position of Emergency Management Director.

Discuss rubbish on Brook Road (George Cushing):

Cushing was not in attendance. Carlson stated he will reach out to Cushing to inquire about rescheduling this item to the Select Board meeting on June 5, 2023. Towbin suggested the Town Health Officer could look at the property to determine if there are any health concerns.

Approve Finance and Maintenance and Utility Relocation agreements for 'Blinking Light' intersection project:

Carlson shared that the total project cost is 2.5 to 3 million dollars with the cost for the water/wastewater portion at \$800,000 and the Town's share of costs for the project would potentially be approximately \$463,000. Towbin shared that currently the State doesn't offer financial support to businesses that are adversely impacted by road construction.

It was decided that this agenda item will be addressed at a special meeting following Select Board members review of the final draft of the agreement.

Discuss plan for June 5th Zoning Ordinance hearing:

Carlson shared that the June 5<sup>th</sup> Zoning Ordinance hearing will be postponed.

Approve plan to sell old constable equipment:

Towbin shared that the constable equipment consists of the following: a 357 Magnum revolver, dashboard mounted radar equipment, some holsters, handcuffs, and a baton. He shared that R and L Archery in Barre has offered \$500 for the 357 Magnum. He stated that the radar equipment and holsters, handcuffs, and baton will be sold separately, likely on EBay.

**Volz moved to approve the plan to sell the old constable equipment, the motion carried unanimously.**

Approve Memorandum of Understanding for CVFiber ARPA funds:

Volz questioned some of the language in the Memorandum of Understanding and the Select Board members agreed to request clarification prior to approval.

Approve Warrants; Draft Minutes; Excess Weight Permits; Access Permits:

Carlson presented an accounts payable warrant for May 9, 2023 and payroll warrants for May 3 and 10, 2023 for approval. **Volz moved to approve the presented warrants, the motion carried unanimously.**

Carlson presented draft minutes for Select Board meetings held November 15 and December 8, 2022 and May 1, 2023 for approval. **Volz moved to approve the presented draft minutes subject to the condition that Towbin would only vote for approval of the minutes for meetings for which he was in attendance and abstain from voting on the minutes for meetings he did not attend, the motion carried unanimously.**

Carlson presented excess weigh fleet permits for Donald Moore and Matthews Excavating for approval. **Volz moved to approve these permits, the motion carried unanimously.**

Carlson moved to approve an access permit for Kayle Hope and noted that the permit had already been approved by Road Foreman Michael Bingham. **Towbin moved to approve the access permit, the motion carried unanimously.**

Make annual appointments:

Carlson presented the following appointments for approval; terms are 1 year unless otherwise noted:

- Michael Billingsley, Emergency Management Director
- Jon Hosford, CVFiber, Alternate Delegate
- Donna Petterssen, Cemetery Commission
- Bob Atchinson, Central Vermont Regional Planning Commission, Representative
- Bob Atchinson, Central Vermont Regional Planning Commission, Transportation Advisory Committee
- Sandra Ross, E911 Representative
- Bob Atchinson, Energy Coordinator
- Karen Storey, Planning Commission
- Jamie Spector, Recreation and Public Arts Committee
- Michael Morlan, Recreation and Public Arts Committee
- Ben Youngbaer, Recreation and Public Arts Committee
- Dave Boynton, Revolving Loan Committee
- Marcy Hale, Social Concerns Committee

**Volz moved to approve the presented appointments, the motion carried unanimously.**

Billingsley stated that there is an online Incident Command System (ICS) training. Carlson asked that Billingsley share that information via email with Select Board members.

Towbin offered a point of information stating that there has been an individual sleeping in their car for the past few weeks at the Park and Ride, noting there has been an issue with littering, and inquired about Town ordinances regarding this. He stated he will have a discussion with the person in question.

DaCosta offered her assistance at future meetings to improve the sound quality of the meeting recordings.

**Adjourn: Carlson moved to adjourn at 7:54 pm, the motion carried unanimously.**

Minutes respectfully submitted by Kristin Brosky, Town Administrative Assistant.