

**Town of Plainfield  
Select Board Meeting  
October 23, 2017  
Approved Minutes**

**PRESENT:** Ross Sneyd (Select Board Member), Betsy Ziegler (Select Board Chair), Alexandra Thayer (Select Board Member), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Linda Wells (Town Clerk/Treasurer), Bram Towbin (Road Commissioner), Alice Merrill (Town Grant Administrator, Bridge Grant Application Discussion), Laura Ranker (Central Vermont Regional Planning Commission, Bridge Grant Application Discussion), Dan Currier (Central Vermont Regional Planning Commission, Traffic Study Report Discussion), Daniel Hardy (Brook Road Resident, Traffic Study Report Discussion), and Vivian Davis (Resident, Traffic Study Report Discussion).

Betsy Ziegler called the meeting to order at 7:04pm.

**AGENDA**

- Review Agenda
- Public Comment/Announcements: Safety Forum Report
- Town Clerk's Report: Warrants
- Road Report: Bridge Grant Application, Main Street Pedestrian Bridge Project Grant
- Webmaster
- Old Home Days Report and Recommendations
- CVRPC Traffic Study Report
- Traffic Remedies: Speed Tables, Radar Signs
- Skate Board Park Sign
- Approve Minutes, Other Business
- Adjournment

**REVIEW AGENDA**

- Ross Sneyd added to the agenda discussion on street lights. **Sneyd made a motion to adopt the agenda as amended. The motion was approved.**

**PUBLIC COMMENT/ANNOUNCEMENTS: SAFETY FORUM REPORT**

- Sneyd noted that he was pleased with the paint color of the Town Hall Opera House. David Strong, who is coordinating the effort, had mentioned to Sneyd that the lower part of the front may be painted a different, contrasting color. Ziegler stated that she was happy that the Town Hall Opera House is beginning to look like a valued historic building in the community.
- Ziegler announced that last week's Safety Forum was well attended, noting that the Vermont State Police and the Washington County Sheriff's Department work together regarding their presence in the community. The two law enforcement entities spoke at the forum about ways in which residents can help to support these efforts, including a soon-to-be-establishment Neighborhood

Watch program in the Town. Alexandra Thayer thanked Keith Swann for volunteering to videotape the forum, which Bram Towbin stated should be available for viewing by 10/25/17. Thayer noted information from the Washington County Sheriff's Department regarding its presence in the community since January 2017, which, with the Sheriff's Department permission, she will make available to residents by posting to Plainfield People.

#### **TOWN CLERK'S REPORT: WARRANTS**

- Town Clerk/Treasurer Linda Wells reported on a couple of domestic issues that had occurred in the community during the last week.
- Wells noted that someone had painted the skateboard park ramp. While she had received some positive comments regarding it, Wells had advised the artist that because it is Town property, the Recreation Committee should have been notified prior to painting it. Bram Towbin noted that there is less-acceptable graffiti content on the baseball dugouts and suggested that the Town might consider creating a policy regarding such activities. Sneyd stated his view that it is not appropriate to paint on Town property no matter what the content.

#### **ROAD REPORT: MAIN STREET PEDESTRIAN BRIDGE PROJECT GRANT**

- Wells presented approval from the Vermont Agency of Transportation for the amended funding for the Main Street Pedestrian Bridge project. The Town received a \$118,960 grant award and the Town's share is 20% of the project. **Sneyd made a motion to authorize Ziegler to sign the project remittance form for the Main Street Pedestrian Bridge/Sidewalk project. The motion was approved.**

#### **ROAD REPORT: BRIDGE GRANT APPLICATION**

- Wells presented a letter of support to the Vermont Emergency Management from the Town to apply for funds from the Flood Mitigation Assistance Grant Program to plan mitigation action for the under-sized and poorly aligned Brook Road bridge #21. The funds will allow the Town to hire a professional engineer to develop a design plan and specifications for an upgraded replacement bridge for construction in the future. **Sneyd made a motion to authorize Ziegler to sign the letter of support to the State Hazard Mitigation officer for funding an engineering study for the Brook Road bridge. The motion was approved.**

#### **TOWN CLERK'S REPORT: WARRANTS, CONTINUED**

- Wells noted recent complaints she had received regarding skateboarding down the middle of Main Street from the Park and Ride with a suggestion to post a sign prohibiting skateboarding in that area. Thayer mentioned that Wells had also witnessed skateboarders coming down Main Street into the Lower Village from Route 2. Regarding the Route 2/Main Street location, discussion followed regarding the difficulties in taking in signs when there are many of them in one area as well as their appropriate size and colors, information that Road Commissioner Towbin will explore.
- **Sneyd made a motion to approve two warrants from 10/20/17. The motion was approved.**

#### **DISCUSSION ON STREET LIGHTS**

- Referring to an email from Energy Coordinator Bob Atchinson regarding the pricing associated with changing out all of the Town's remaining street lights to LEDs, Ziegler outlined the costs involved to

purchase two new lamps and cover installation fees as well as savings through Efficiency Vermont rebates and the canceling of the annual maintenance contract with Green Mountain Power (GMP). Wells presented different, higher figures for equipment and installation costs based on her own discussions with GMP. Thayer agreed to work with Wells, Atchinson, and GMP to determine the final exact figures for the equipment purchase and installation costs.

#### **BRIDGE GRANT APPLICATION, CONTINUED**

- Town Grant Administrator Alice Merrill and Laura Ranker from the Central Vermont Regional Planning Commission were present to provide information and respond to questions regarding the letter of support and grant application for the funding of an engineering study for the Brook Road bridge project. Ranker explained that the deadline for submitting the grant application is 10/27/17 and the amount requested will most likely be \$100,000. If funded, 75% will be the award and 25% will be the Town's share, the latter of which can be provided in cash, in-kind services, or a combination of both. The award announcement will take place between February and April of 2018 with actual funding in hand sometime thereafter in the fall. On top of the grant award itself, 5% of the awarded amount becomes part of the project budget to cover the Town's grant administrative costs, which can go toward satisfying the Town's 25% match. It is important to track and document in-kind amounts going toward the match.

#### **ROAD REPORT, CONTINUED**

- Towbin announced that on 10/25/17 at 6:30pm at the Marshfield Select Board's office, there will be a Hazard Mitigation Committee meeting regarding the Molly Falls dam for stakeholders from Plainfield, Marshfield, and Green Mountain Power. Towbin recommended that a representative from the Select Board attend the meeting.
- Towbin thanked Keith Swann for volunteering to videotape the recent Safety Forum.
- Towbin announced that the drone flights over the Great Brook are scheduled to take place next week. The flight will provide state-of-the-art mapping of that area.
- Towbin noted that he, George Springston, and representatives from the Central Vermont Regional Planning Commission have been working together regarding storm water mitigation. The Town has been asked to identify and prioritize different sites that require attention. The work has to do with the general road permit for towns that would reduce sediments going into rivers. Areas of concern on Recreation Field Road have been pushed out of the top five sites because the Friends of the Winooski will be doing a study there.
- Towbin stated that the work to enlarge culverts on Recreation Field Road should be completed today, and is being paid for by a Central Vermont Regional Planning Commission grant.
- Towbin noted a culvert that needs attention on Brook Road, which the Town hopes to work with the Vermont Better Back Roads Program to address.
- Towbin reported that there are two contenders interested in the 1973 truck that the Highway Department it is trying to sell.
- Towbin reported that the new Road Crew member is working out very well.
- Towbin noted that the replacement Highway Department truck has been ordered and delivery is expected in late April/early May of 2018.
- Thayer suggested sharing with the public the names of the three Road Crew members: Mike Nolan (Road Foreman), Steve Maclaren, and Michael Bingham.

## WEBMASTER

- Sneyd stated that he had redrafted the job description that had been adopted a while ago, taking into account that the Select Board may have been too focused on which platform to use for the website versus the website's content. Sneyd noted general costs related to using GovOffice as the website's platform if the Town decided to go in that direction. In moving forward, Sneyd presented three options for consideration: 1) re-advertise the position using the redrafted job description; 2) re-advertise the position stating that GovOffice is the platform that is going to be used; or 3) offer the job to the other candidate who had originally applied for the position, stating that GovOffice is the platform that the Town plans to use. After a brief discussion regarding the costs associated with using GovOffice, Thayer suggested a fourth option of having the other candidate meet again with the Select Board to review where the process currently stands and answer some questions. Sneyd will invite the candidate to attend the 11/13/17 Select Board meeting.

## OLD HOME DAYS REPORT AND RECOMMENDATIONS

- Reporting that the September Old Home Days event went very well, Ziegler noted that the committee members who participated in it are willing to continue. Ziegler recommended that the group be designated as a standing committee to be better prepared for future Old Home Days events. **Sneyd made a motion to establish a standing Old Home Days committee to organize future events. The motion was approved.** It was decided that membership not be limited to a certain number of people on the committee.

## ROAD REPORT, CONTINUED

- Towbin noted that the new bus shelter is probably going to be installed this week in front of the Post Office. A brief discussion followed regarding the direction the front of the bus stop will face in terms of snow plowing on Route 2 and potential line-of-sight issues.

## CVRPC TRAFFIC STUDY REPORT

- Dan Currier from the Central Vermont Regional Planning Commission was present to discuss the results of the six counts that were conducted on roads in and around the Village of Plainfield. Currier presented a summary sheet of the information gathered and explained the findings particular to each location where speed tapes were placed. The two 25-mile-per-hour zones are the major culprits for the people who are traveling the most amount of speed over the speed limit.

## TRAFFIC REMEDIES: SPEED TABLES, RADAR SIGNS

- Options to consider for reducing speeding include various traffic-calming devices such as feedback (radar) signs that display the speed a vehicle is traveling or that flashes when a vehicle is exceeding the speed limit; transition signs that warn people that they are approaching the Village; installing speed tables; painting white lines on the road that make the road appear narrower thus reducing speed; undertaking a formal study of the whole network; increasing law enforcement; and directing law enforcement to the times and places where there is the highest volumes of the highest speeds. Currier noted that the Agency of Transportation has a list of traffic-calming devices. Discussion followed on the pace of the process the Select Board is undertaking to address the speeding issue. Currier agreed to put Sneyd in touch with the correct people at the Agency of Transportation. Sneyd provided information he had gathered regarding types of radar signs and price quotes. It was

decided not to consider the solar options due to problems with the units. Ziegler noted that the issue will be continued to be discussed at future Select Board meetings. Sneyd asked Ziegler to include in the agenda for the next meeting a discussion on what the Select Board would like to see in terms of proposals from the State Police and Sheriff's Department for increased patrols in Plainfield.

#### **SKATE BOARD PARK SIGN**

- Ziegler presented proposed language for a sign to be posted at the skate board park. After some minor edits, the language was finalized as follows:

Welcome to the Plainfield Skate Board Park:

Open from sun-up to sun-down.

Skate at your own risk.

Wear a helmet and elbow and knee pads.

Pick up trash.

No pets in the skate board park.

Have fun.

**Sneyd made a motion to purchase two signs for the Skate Board park. The motion was approved.**

- Wells reported on the presence of loose dogs at the Recreation Field, noting that a sign to address that issue needed.

#### **OTHER BUSINESS: SKATE BOARD POLICY**

- Thayer agreed to make a few edits to the language of the skate board policy suggested by Wells and present it to the Select Board at the next meeting for a final review.

#### **APPROVE MINUTES**

- **Sneyd made a motion to approve the minutes from the 9/21/17 special Select Board meeting as written. The motion was approved.**
- **Sneyd made a motion to approve the minutes from the 10/9/17 regular Select Board meeting as written. The motion was approved.**
- **Sneyd made a motion to approve the minutes from the 10/16/17 special Select Board meeting as written. The motion was approved.**
- **Sneyd made a motion to approve the minutes from the 10/18/17 special Select Board meeting as amended. The motion was approved.**

#### **ADJOURNMENT**

- **Sneyd made a motion to adjourn at 9:06pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff