

**Plainfield Select Board Meeting
January 11, 2016
Approved Minutes**

PRESENT: David Strong (Select Board), Bram Towbin (Select Board Chair), Betsy Ziegler (Select Board), Linda Wells (Town Clerk), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Eric Blaisdell (Times Argus), Mary Lane (Water/Wastewater Commission), and Sarah Albert (Conservation Commission).

Bram Towbin called the meeting to order at 7:05pm.

The agenda was as follows:

- Announcements/Public Comment
- Town Clerk's Report
- Update on Town Budget
- Water/Wastewater Warning for Town Meeting
- Personnel Policy Revisions
- Discussion of Milone and MacBroom Hazard Mitigation Report
- Historic Preservation Grant Letter
- Wastewater Meeting with Cabot Creamery
- Update on Cutler Library Request
- Update on Town Forest
- Conservation Commission Warning for Town Meeting/Street Tree Fund
- Liquor License Renewal Request
- Website Discussion
- Approve Minutes

David Strong made a motion to approve the agenda as amended. Betsy Ziegler seconded the motion. The motion was approved.

ANNOUNCEMENTS/PUBLIC COMMENT

- Towbin announced various activities occurring at the Twin Valley Senior Center, including the start of Mah Jongg games/tournament, tax preparation assistance, exercise and Tai Chi classes, and the hot lunch schedule.
- Strong announced a meeting of the Friends of the Plainfield Opera House on Wednesday, 1/13 at 6:30pm at the Town Hall Opera House to follow up on the idea of creating an organization to help raise money and provide oversight to operations.

TOWN CLERK'S REPORT

- Town Clerk Linda Wells requested clarification of the Road Report section of the minutes from the 11/28/15 Select Board meeting regarding the sources of funding for upcoming projects on Cameron, Bean, and Gore Roads. Wells noted the need for further discussion on what was to be applied for and to whom.

- Wells requested review of draft warning language for Town Meeting regarding formally establishing a Conservation Commission Street Tree reserve fund. Ziegler read aloud her proposed wording: “Shall the Town of Plainfield establish a reserve fund for the purpose of planting and maintaining street trees and other Conservation Commission projects.” Wells noted receipt of an additional request that the Town allocate monies for street tree maintenance in the Tree Warden budget and asked why more funding needs to be added to the Tree Warden budget for maintenance if the Conservation Commission’s proposed reserve fund will be used for that purpose. A brief discussion followed with the decision to continue the conversation when Sarah Albert from the Conservation Commission was present later in the meeting.
- Wells forwarded the Energy Coordinator’s Budget for Select Board review.
- Wells presented the Errors and Omissions Report from the Town Listers and reviewed the changes, noting that it increases the Grand List total by \$2,057. **Strong made a motion to approve the amendments to the 2015 Grand List under Errors and Omissions. Ziegler seconded the motion. The motion was approved.**
- Wells presented the Certificate of Highway Mileage, noting no changes from the previous year. **Ziegler made a motion to sign the Certificate of Highway Mileage for the year ending 2/10/16. Towbin seconded the motion. The motion was approved.** Strong noted that Plainfield has a total of 41.698 miles of highway.
- Wells presented copies of the working Town Budget to date and made note of a few item changes, including the Recognition Fund, new streetlights, Highway Department signage, and Town website. The deadline for the Select Board to adopt the Town Budget is no later than 1/26/16.

UPDATE ON TOWN BUDGET

The Select Board discussed various Town Budget item allocations, including:

- Reassigning the payment from the Town’s old firetruck, which has been paid in full, towards the purchase of a new firetruck.
- Setting aside monies received from FEMA to go into a reserve fund to pay for upcoming flood mitigation projects.
- Purchasing traffic-control signage, including a new radar speed unit, speed limit signs, and four new stop signs/accompanying line painting.
- Funding a Town grant writing position using project management money from grants already in hand with the possibility of augmenting the line item with future grants that include project management components.
- Increasing the Energy Coordinator’s budget.
- Agreeing on a working budget of \$3,700 for the Town website to allow time before the next Select Board meeting to review the proposals received for website maintenance.

WATER/WASTEWATER WARNING FOR TOWN MEETING

- Mary Lane, Chair of the Water/Wastewater Commission, reported that the Commission had decided to withdraw the proposed warned article for Town Meeting and instead approach the issue of changing the impact fees through the ordinance process.

PERSONNEL POLICY REVISIONS

Strong reported that he and Mary Lane have been updating the Town Personnel Policy and have come up with a nearly final draft. Prior to final approval by the Select Board, a meeting with employees to go over proposed changes will be held on 1/28/16 at 1:30pm. Strong and Lane noted the following proposed changes:

- As a full-time elected official, exempting Town Clerk Linda Wells from the following sections of the Personnel Policy: Personnel Actions, Disciplinary Actions, and Appealing Personnel Disciplinary Actions.
- Establishing a weekly deadline for the submission of employee time cards, requiring that time cards include any sick, personal, or vacation time taken that week, and requiring that time cards be initialed by the employee's supervisor.
- Determining paycheck pickup availability at the Town Offices in the event of a Friday holiday.
- Adding three days of personal leave for full-time employees.
- Establishing that sick, personal, and vacation time will count as part of the hours worked in a week to determine when overtime pay is applicable.
- Increasing the sick-time cap from 90 to 120 hours.

DISCUSSION OF MILONE AND MACBROOM HAZARD MITIGATION REPORT

- Towbin reported on the near-final report drafted by the engineering firm hired by the Town to do a flood mitigation study. The study focused on the stretch of Great Brook from the Cameron Road bridge down to where the Great Brook joins the Winooski River. The report, available on the Plainfield Flood Advisory Committee website, noted that while the Mill Street bridge is undersized, the priority is the first bridge on the Brook Road. The preliminary reaction from local experts on the findings was favorable, but there was a request for it to include pricing of the alternative recommendations. Towbin encouraged additional comments on the report. Strong requested that it include possible sources of funding. There will be further discussion on the report during the next Flood Advisory Committee meeting at 6:00pm on 1/21/16. Ziegler raised the possibility of having information available at Town Meeting, which Towbin will bring up to the Flood Advisory Committee members at the meeting. Strong noted that once the report is finalized, the next stage would include related steps both to advance the project technically and acquire financing.

HISTORIC PRESERVATION GRANT

- Strong reviewed the award of a \$20,000 Historical Preservation grant for repair work and a new roof for the Town Hall Opera House. The Town will provide a 50% match from the reserve fund to make up the \$40,000 project. The Town has received an acceptable contractor bid that is also acceptable to the funder and all that is needed to make the project official is to sign the agreement for the Town to receive reimbursement once it begins incurring costs. **Ziegler made a motion to accept the Historic Preservation grant. Strong seconded the motion. The motion was approved.**

WASTEWATER MEETING WITH CABOT CREAMERY

- Towbin reported on his recent meeting with a working group and Cabot Creamery looking at different ways of managing Cabot Creamery's wastewater. There are two different streams of wastewater being considered in the discussion: water from equipment cleaning and the water that is separated from the milk, both of which are sprayed over fields with the potential of affecting

streams and rivers in the area. Towbin is encouraged by the level of collaboration among the participants as they join forces to work toward a better solution.

UPDATE ON CUTLER LIBRARY REQUEST

- Strong updated on a request to the Town from Cutler Memorial Library Trustee Bob Rosenfeld to assist in obtaining a grant for an architect in the planning of the Library's expansion. In a follow-up meeting, Strong and Rosenfeld spoke with the Agency of Commerce and Community Development (ACCD) and found that only municipalities are eligible to apply for municipal planning grants. The Select Board would need to apply for the grant and serve as the fiduciary agent in order for the Library to get the planning grant. The process is currently on hold as they wait to hear back from ACCD.

UPDATE ON TOWN FOREST

- Towbin provided a brief background on the grant that the Conservation Commission is applying for to improve visitor access to and create parking areas at the recently logged Plainfield Town Forest. In the process of applying for the grant, it was discovered that an archeological study was needed in order to pursue the initial grant. Conservation Commission member Sarah Albert reported on her recent contact with an archeological firm in Maine, which said that the study would take about two weeks, but that it would have to wait until spring for snow-free ground to do the inspection. The cost estimate for studying the parking areas only would be \$1,775, and studying the entire Town Forest would be \$2,500. Albert also plans to contact the UVM Consulting Archaeology Program.
- Albert reported on her recent meeting at the Town Forest with local contractor Greg Bartlett. Discussion followed on the various options to enclose the parking areas, including large boulders, old utility poles, or guard rails. Albert displayed rough designs that she created of the two proposed parking areas showing general configurations and dimensions.
- Albert is finalizing the grant application and will submit it for Select Board signoff at its 1/25/16 meeting.

CONSERVATION COMMISSION WARNING FOR TOWN MEETING/STREET TREE FUND

- Discussion continued from earlier in the meeting (Town Clerk's Report) about the warning language for Town Meeting presented by Ziegler for establishing a reserve fund. Conservation Commission member Sarah Albert took exception to including maintenance as part of the use of the fund, reasoning that Conservation Commission funds should go towards new project initiatives and not maintenance operations. Ziegler suggested eliminating the word "maintenance" to clarify the intent. It was decided that the language should be revised by the Conservation Commission and reviewed by the Town Meeting Moderator before coming back to the Select Board at its next meeting for final approval.

LIQUOR LICENSE RENEWAL REQUEST

- Towbin presented a liquor license renewal request from the Winooski Valley Co-op (Plainfield Co-op) for beer and wine. **Ziegler made a motion to approve the liquor license renewal request. Towbin seconded the motion. The motion was approved.**

WEBSITE DISCUSSION

- It was decided that the website discussion would be tabled until the next meeting to allow time to review a recently received proposal.

APPROVE MINUTES

Strong reviewed the minutes from the following Select Board meetings:

- 12/14/15 Traffic Ordinance Public Hearing and Select Board Meeting. **Strong moved to approve the minutes of the 12/14/15 Traffic Ordinance Public Hearing and Select Board Meeting with minor changes. Towbin seconded the motion. The motion was approved.**
- 12/28/15 Select Board Meeting. **Strong moved to approve the minutes of the 12/28/15 Select Board Meeting as written. Towbin seconded the motion. The motion was approved.**
- 12/29/15 Special Select Board Meeting. **Strong moved to approve the minutes of the 12/29/15 Special Select Board Meeting with minor changes. Towbin seconded the motion. The motion was approved.**
- 1/6/16 Special Select Board Meeting. **Strong moved to approve the minutes of the 1/6/16 Special Select Board Meeting as written. Towbin seconded the motion. The motion was approved.**

The meeting adjourned at 9:07pm on a motion by Ziegler. Strong seconded the motion. The motion was approved.

Respectfully submitted by Cindy Wyckoff