

Plainfield Select Board Meeting
April 25, 2016
Approved Minutes

PRESENT: Betsy Ziegler (Select Board), Bram Towbin (Select Board Chair), Ross Sneyd (Select Board), Linda Wells (Town Clerk/Treasurer), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Tim Phillips (Resident), David Strong (Friends of the Town Hall Opera House), Bob Atchinson (Energy Coordinator), Michael Billingsley (Hazard Mitigation Committee), Eric Blaisdell (Times Argus), and Sarah Albert (Conservation Commission).

Bram Towbin called the meeting to order at 7:03pm.

The agenda was as follows:

- Announcements/Public Comment
- Town Clerk's Report
- Road Report
- Adoption of Water/Wastewater Commission Revised Ordinance
- Development Review Board Administrative Assistant Discussion
- Resiliency Coordinator Chosen – Sarah McShane
- Summary of Species Inventory Meeting
- Act 64 Overview
- Hazard Mitigation Update: Marshfield Dam, Milone and MacBroom Report
- Adoption of the Local Emergency Operations Plan
- Road Permits
- Approve Minutes

Betsy Ziegler requested the addition of two items to the above agenda: Service Agreement with the Dufresne Group for the Lower Village Project, and Approval of Contract for Town Hall Opera House Work. **Ziegler made a motion to approve the agenda as amended. Ross Sneyd seconded the motion. The motion was approved.**

ANNOUNCEMENTS/PUBLIC COMMENT

- Towbin reported that due to the unexpected closure of Amyland Amusements, the company will not be at this summer's Plainfield Old Home Day as previously planned. Towbin requested ideas from the Select Board and public for a replacement activity.
- Towbin announced that Washington County State's Attorney Scott Williams will be present at the next Select Board meeting to provide an overview of his office and, with respect to the recent rash of break-ins in the community, where State's Attorney office resources are going. Towbin also plans to raise the idea of a neighborhood watch group in the Town.
- Ziegler noted that she is getting price information regarding the purchase of recycling bins as part of the new State law and will report on it at the next Select Board meeting. Towbin noted that he would like to organize a volunteer system to pick up trash on Mill Street.

- Towbin mentioned the tradition of leaving free items on the wall in the Village for others to appropriate. Noting the frequent unsightliness caused by unwanted items, boxes, etc. strewn across the wall, Towbin requested that those who leave items monitor, within a day, whether the items have been taken and to remove them if not.

TOWN CLERK’S REPORT

- Linda Wells presented a \$2,525 contract for Select Board approval for construction work by Fitch Builders at the Plainfield Town Hall Opera House. **Ziegler made a motion to approve the \$2,525 contract for work at the Town Hall Opera House. Towbin seconded the motion. The motion was approved.**
- The Select Board opted to take up approval of Select Board meeting minutes. **Sneyd made a motion to accept the minutes from the 3/28/16 Select Board meeting as written. Ziegler seconded the motion. The motion was approved.** Noting that he was not present for the 4/12/16 Special Select Board meeting, Towbin asked for a motion to accept the minutes. **Sneyd made a motion to accept the minutes from the 4/12/16 Special Select Board meeting as written. Ziegler seconded the motion. Towbin abstained. The motion was approved.**
- Wells read the following list of appointments requiring Select Board approval:

- **Auditor** Mary Etta Chase

Ziegler made a motion to accept the appointment of Mary Etta Chase as Auditor. Sneyd seconded the motion. The motion was approved.

- **Deputy Registrars** Sandra Whitcomb, Chris Judd

Sneyd made a motion to accept the appointments of Sandra Whitcomb and Chris Judd as Deputy Registrars. Ziegler seconded the motion. The motion was approved.

- **Social Concerns Committee** Michele Clark

Ziegler made a motion to accept the appointment of Michele Clark to the Social Concerns Committee. Sneyd seconded the motion. The motion was approved. Towbin noted that he plans to discuss with the Social Concerns Committee the idea of considering the financial size of organizations when determining funding allocations.

- Wells requested authorization fo a \$5,024 payment to Milone and MacBroom for its work on the Community Development Block Grant Bridge Grant project, which was then signed by all members of the Select Board.
- After speaking with the Vermont League of Cities and Towns (VLCT) regarding the Workers Compensation issue, Wells reported that VLCT has waived the portion of the additional Workers Comp insurance payment for 2014 and will be issuing a credit to Plainfield. Wells had also discussed with VLCT language related to Workers Comp necessary to include in agreements with sole-proprietor contractors. VLCT consented to the use of a version drafted by Wells for the Town’s two sole-proprietor contractors, but will be sending an amended contract this summer for use going forward. As background, Towbin noted a proposed Legislative mandate that all businesses, including municipalities, provide Workers Comp for outside contractors when a staff employee is capable of doing the work as well as the Vermont Department of Labor’s announcement advising municipalities to require that independent contractors carry their own Workers Comp insurance.

ADOPTION OF WATER/WASTEWATER COMMISSION REVISED ORDINANCE

- Towbin presented the final draft of the amended Water/Wastewater Commission's Ordinance regulating the use of the public sewer system, disposal, and sanitary sewage for industrial waste. **Ziegler made a motion to approve the amended Water/Wastewater Ordinance effective 5/1/16. Sneyd seconded the motion. The motion was approved.**

DEVELOPMENT REVIEW BOARD ADMINISTRATIVE ASSISTANT DISCUSSION

- Towbin proposed that the Select Board approve the creation of pay parity for recording meeting minutes for both the Development Review Board and the Select Board at \$12.50 per hour for up to \$75 per meeting. **Ziegler made a motion to establish pay parity for recording minutes for meetings of the two bodies at \$12.50 per hour for up to \$75 per meeting. Sneyd seconded the motion. The motion was approved.**

ROAD REPORT

- Towbin and Wells noted that a new company is supplying uniforms to the Road Crew.
- Ziegler asked about the schedule for sweeping the roads to which Towbin and Wells responded that it has already begun and will continue over the next couple of weeks. Noting that the company that Plainfield has previously rented a sweeper from has gone out of business, Towbin raised the possibility of jointly purchasing a sweeper with other towns next year.

ELECTRIC VEHICLE CHARGING STATION

- Energy Coordinator Bob Atchinson gave monies collected from the electric vehicle charging station to Wells. He noted that collections have been averaging just over \$0.17 per kilowatt hour. The Green Mountain Power rate is just under \$0.14 per kilowatt hour, therefore the usage cost is being covered.

BUS SHELTER DISCUSSION

- Towbin explained that due to Plainfield's high level of bus service ridership, Green Mountain Transit Authority (GMTA) has offered, and the Town has accepted, a second, larger bus shelter in addition to the existing one. Plans are for the new bus shelter to replace the existing shelter currently located at the Park and Ride and for the existing shelter to be moved to a new location by the Post Office on Route 2. Plainfield's Development Review Board (DRB) needs to approve both locations and plans to visit both sites prior to the next DRB meeting on 5/11/16. Because GMTA wants to place the new shelter at the Park and Ride by 6/30/16, the existing one can be stored at the Town Garage while issues are worked out related to its Route 2 location. Bob Atchinson stated that the existing pad at the Park and Ride is adequate to hold the new bus shelter and recommended keeping the lighting intact on the existing shelter and installing new lighting on the new one. Discussion followed on the DRB's safety concerns regarding the proposed siting of the existing shelter on the eastbound side of Route 2; coordinating with the DRB on the site visits; contacting neighbors to discuss the potential of siting the shelter on the westbound side of Route 2; and line-of-site issues with the shelter if placed on the eastbound side.

RESILIENCY COORDINATOR CHOSEN – SARAH MCSHANE

- Ziegler gave an update on the Resilience Awareness and Action Project. Sarah McShane has been hired as the Project Coordinator and has attended meetings of other municipal committees to explain the project and encourage others to join the Resiliency Team. A kick-off meeting will be held on 5/4/16 at the Town Hall Opera House. Towbin and Ziegler noted McShane's extensive expertise and experience.

ADOPTION OF THE LOCAL EMERGENCY OPERATIONS PLAN

- Towbin and Hazard Mitigation Committee member Michael Billingsley described the purpose of Plainfield's annually updated Local Emergency Operations Plan and its importance in identifying potential hazard sites; the availability of various Town personnel and equipment in different emergency situations; areas where need might be greatest in an emergency, e.g., child care facilities; and designation of area shelter sites. Towbin noted his FEMA emergency management certification, which fulfills grant-application requirements for Plainfield that a member of the Select Board be certified. **Sneyd made a motion to adopt Plainfield's Local Emergency Operations Plan. Ziegler seconded the motion. The motion was approved.**

ACT 64 OVERVIEW

- Towbin explained that Act 64 was borne of the serious water crisis in Lake Champlain resulting from large amounts of nitrogen, over decades, entering the Lake and causing critical algae blooms. Prompted by the US Environmental Protection Agency, the State then enacted Act 64 to address the issue. While in agreement that Lake Champlain needs to be cleaned up, Towbin noted that the problem from the municipal perspective is both the stringent mandates on the water system and heightened standards for road repair. Starting in 2018, the Town will need to apply for a municipal road permit based on the amount of work that has been done to reduce runoff from problematic roads that enters into streams that flow into the Winooski River that ultimately end up in Lake Champlain. The State will pay 80%. Along with Plainfield's share of 20%, it will also have to pay \$2,000 per year and \$400 for each grant application whether or not it is funded. Towbin noted that municipal roadways represent about 6% of the problem while agriculture represents about 44% of the problem, and that other entities, i.e., large indirect discharge permit holders, that contribute to the waste stream are not as affected by Act 64 regulations. Noting the remediation imbalance such as box stores near Lake Champlain required to do 10% while municipalities are required to do 100%, Towbin also stated the positive aspects both of towns becoming more educated about the proper maintenance of roads and the opportunity to collectively purchase equipment, such as street sweepers, with other municipalities. Ziegler learned from a recent Central Vermont Regional Planning training that the Town will need to inventory its roads and draft a work plan for how it will address problematic areas. Grant funding will be available to assist in the process, however, Plainfield should submit applications as early as possible because the percentage of matching funds from the State will decrease over time. Sneyd stated that between now and 2018, there is opportunity for the Select Board to make a statement to the Legislature, perhaps by resolution, to think more broadly about the impact on municipalities, noting that in the meantime the Town needs to comply with the law. Discussion ensued on fees imposed on paved versus unpaved roads, channeling funds toward addressing sediment being carried down the Great Brook before it reaches the Winooski, and upcoming trainings on the issue.

SUMMARY OF SPECIES INVENTORY MEETING

- Conservation Commission member Sarah Albert reported on a recent presentation by Brett Engstrom detailing a recent inventory conducted on Natural Communities in Plainfield. Natural Communities include specific combinations of soil, plant habitat, and animals that live in that habitat. Printed inventory data will be available in mid-May and be merged with other local data to see how conservation can be combined with town planning and possibly how protective measures might be worked into the zoning revision. Ziegler suggested exploring the idea of somehow incentivizing the preservation of Natural Communities in Plainfield so that they were not a limiting factor for landowners.

RECREATION TRAILS GRANT

- Albert noted the Conservation Commission's receipt of a Recreation Trails grant to build two parking areas at the Town Forest, one at the end of Maxfield Road and the other at the end of Gonyeau Road. Albert described what the work will entail, including leveling the areas, putting down fabric and gravel for stabilization, positioning protective barriers between the parking areas and forest, and installing trail-information kiosks. It is hoped that work will begin as soon after 7/1/16 as possible. An archeological review is needed before work can begin and Albert is in the process of obtaining the second of two quotes from archeological consultants to present to the Select Board for review. Towbin suggested that new Resiliency Project Coordinator Sarah McShane might be tapped as a resource. Albert noted that she will begin drafting a request for proposals for the contracting work for review by the Select Board, and Towbin recommended talking with David Strong, who has considerable experience with federal grant requirements. Towbin thanked Albert for her work in securing the funding and managing the project.

HAZARD MITIGATION UPDATE: MARSHFIELD DAM, MILONE AND MACBROOM REPORT

- Hazard Mitigation Committee member Michael Billingsley noted that Plainfield has had a Hazard Mitigation Plan since 2015 that will be updated at intervals. The Hazard Mitigation Committee ranks hazards identified in the Plan to ensure that they are being addressed in priority order using the two criteria of how many people an emergency situation would impact and how likely it would be to occur. Billingsley noted that the primary risk of flooding in Plainfield comes from the Great Brook with the secondary risk of flooding coming from the Marshfield Dam. Two scenarios, extensive sustained rainfall in itself and a breach of the dam due to heavy continued rainfall, present risks for Plainfield. Towbin added his concerns about the structural integrity of the dam floodgates and has invited the Marshfield Select Board, various State officials, Green Mountain Power, and the press to a meeting on 4/27/16 to examine the issue. Discussion followed regarding problems experienced in operating the floodgates during a previous rain event, the observable crumbling of the concrete in the Dam, communications with Green Mountain Power involving water release from the Dam during heavy rains and the company's responsibility in assisting the community during an emergency, the possibility of an independent assessment of the dam, and the dam's water release schedule.
- Billingsley announced a public meeting to be held on 6/23/16 at 7pm at the Town Hall Opera House to present the Hazard Mitigation Committee's decision on a course of action to reduce the risk of flooding from the Great Brook based on recommendations in the Milone and MacBroom report. The Committee is endorsing the replacement of two bridges and modification of the Great Brook stream channel, which will provide the greatest safety for the greatest number of residents for the

lowest equivalent cost. Billingsley relayed the Committee's request for the Select Board to request an RFP from FEMA-approved vendors to develop accurate maps to use for global evaluation and adjustment of all Plainfield floodplain terrain to help with emergency planning, zoning, and for flood-insurance purposes, which the Select Board will consider. Billingsley noted recent data collected by Milone and MacBroom and the possibility of the company creating maps from the data.

ROAD ACCESS AND FLEET AND SINGLE VEHICLE PERMIT REQUESTS

- Towbin presented the following Road Access Permit request for approval:
 - Adam Hochschild on Fowler Road

Towbin noted the need to require a map indicating exactly where driveway cuts would be located and proposed integrating the requirement into the new zoning changes. **Ziegler made a motion to approve the Road Access Permit request for Adam Hochschild on Fowler Road. Sneyd seconded the motion. The motion was approved.**

- Towbin presented the following Fleet Permit requests for approval:
 - Matthews Excavating
 - GK Bisson Trucking
 - Newton Construction, LLC
 - Limlaw Chipping and Lawn Cleaning
 - Kelley View Farm, Ltd
 - Gilman I. and Sylvia J. LaCourk
 - Curtis Lumber Company
 - Connecticut Valley Trucking, Inc.
 - Central Vermont Solid Waste Management District
- Towbin presented the following Single Vehicle Permit requests for approval:
 - Haskins and Associates Concrete, LLC
 - Darcy Nelson

Ziegler made a motion to approve the above listed Fleet and Single Vehicle Permit requests as listed above. Sneyd seconded the motion. The motion was approved.

APPROVAL OF DUFRESNE GROUP CONTRACT AGREEMENT

After presenting a contract agreement with the Dufresne Group for the Lower Village Pedestrian Pathway Project, **Ziegler made a motion to approve the contract agreement with Dufresne Group. Sneyd seconded the motion. The motion was approved.**

The meeting adjourned at 8:58pm on a motion by Ziegler. Sneyd seconded the motion. The motion was approved.

Respectfully submitted by Cindy Wyckoff