

**Town of Plainfield
Select Board Meeting
September 25, 2017
Approved Minutes**

PRESENT: Ross Sneyd (Select Board Member), Alexandra Thayer (Select Board Member), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Mary Lane (Water/Wastewater Commission); Josh Pitts (Water/Wastewater Commission), Tim Phillips (Water/Wastewater Commission), Melinda Vieux (Resident, Skateboard Policy Discussion), Bram Towbin (Road Commissioner), Alice Merrill (Town Grant Administrator), David Montgomery (Resident), Michael Billingsley (Emergency Management Director), and Becky Atchinson (Conservation Commission).

Ross Sneyd called the meeting to order at 7:04pm.

AGENDA

- Review Agenda
- Public Comment/Announcements: Safety Forum 10/18/17, Poster Is Coming
- Warrants
- Bridge Grant Application and Vote
- Road Report: Cameron Road, Bean Road, Other
- Website Discussion; Seeking Public Input on Use of Town Website
- Water Department Assessment Grant Approval
- CVRPC Traffic Study Update
- Approve Remaining Expenditures for Constable Training
- Adjust Funding for Constable Training
- Approve Minutes, Other Business
- Adjournment

REVIEW AGENDA

- **Sneyd made a motion to move the Water Department Assessment Grant Approval item to earlier in the agenda and to table the two Constable items until the next meeting. The motion was approved.**

PUBLIC COMMENT/ANNOUNCEMENTS: SAFETY FORUM 10/18/17, POSTER IS COMING

- Sneyd announced that the Public Safety Forum will be held on 10/18/17 at 7:00pm at the Town Hall Opera House. Representatives from the Vermont State Police and Washington County Sheriff's Department will be present. Alexandra Thayer provided her telephone number and email address to anyone who may need child care during the meeting.
- Thayer noted that given the impressive response to the skateboarding issue she had posted on Facebook, the issue would be discussed at the next meeting when all three Select Board members are present. That meeting might be held at the Town Hall Opera House to accommodate the number of people who may attend.

- Sneyd read aloud a letter to the Hazard Mitigation Committee from George Springston, and copied to the Select Board, regarding Springston's resignation from the Hazard Mitigation Committee. Sneyd thanked Springston for serving on the committee. Hazard Mitigation Committee Chair Michael Billingsley noted that Springston has offered to provide ongoing advice to the committee if needed. The committee currently is looking for someone to replace Springston. Anyone interested should contact Billingsley directly by email.
- Main Street resident Melinda Vieux shared her recent experience with skateboarding activity in the vicinity of her house in the Village and presented written documentation of the incidents.
- Billingsley reported on the recent two-day State Emergency Planning conference that he attended. State Planner Emily Harris had recommended that she become involved in helping to set up emergency management centers and hopes to attend the 11/27/17 Plainfield Select Board meeting to discuss the issue.
- It was determined that the regular Select Board meeting will be held as scheduled on 10/9/17, which is the Columbus Day holiday.

WARRANTS

- **Sneyd made a motion to approve warrants from 9/14/17, 9/15/17, 9/20/17, and 9/22/17. The motion was approved.**

WATER DEPARTMENT ASSESSMENT GRANT APPROVAL

- Water/Wastewater Commission Chairperson Mary Lane and members Tim Phillips and Josh Pitts were present to report on a \$50,000 no-interest loan that is available through the Vermont Water/Wastewater Revolving Loan Fund. Once the work is completed within one year, the State will forgive the entire \$50,000. Aldrich + Elliot Water Research Engineers will be hired to assist with the project's set-up work. The project's two components are: 1) the development and maintenance of asset management program spreadsheets that list critical pieces of water/wastewater infrastructure equipment throughout the Town, including, among other information, the service life of the equipment; and 2) electronic maps printed out as hard copies indicating the locations of each piece of equipment, which the Town will update manually. The information will be used to help set water/wastewater rates properly to anticipate future equipment costs as well as to undertake long-term planning. **Sneyd made a motion to authorize the Water/Wastewater Department's application to the Vermont Water/Wastewater Revolving Loan Fund for \$50,000. The motion was approved.** Lane signed the application, which was witnessed by the Select Board. Road Commissioner Bram Towbin recommended connecting with the GIS mapping person at the Central Vermont Regional Planning Commission as a resource.

BRIDGE GRANT APPLICATION AND VOTE

- Hazard Mitigation Committee Chair Michael Billingsley, committee member Bram Towbin, and Town Grant Administrator Alice Merrill were present to report that the committee recommends to the Select Board that money be sought for funding an engineering study of option #4 of the Milone and MacBroom report: the replacement of the #2 Brook Road bridge, with a 1.0 bank full bridge. In addition, if funding for option #4 falls through, the Hazard Mitigation Committee had passed a motion stating that in lieu of not being able to secure funding within a timely manner for a replacement bridge on Brook Road...then the committee urges the Select Board to consider adding a

flood relief culvert on the east side of the Book Road bridge. Discussion followed regarding the steps needed leading up to applying for grant funding for the engineering study for the Brook Road bridge, the rationale for not including the flood relief culvert in that grant application, and the budget cycle the Town's share of the cost of the engineering study would need to be appropriated. **Sneyd made a motion to support the Milone and MacBroom report's option #4: the replacement of the #2 Brook Road bridge with a 1.0 bank full bridge. The Select Board further supports seeking money for the first phase of funding for a shovel-ready engineering design of that option. The motion was approved.**

ROAD REPORT: CAMERON ROAD, BEAN ROAD, OTHER

- Road Commissioner Bram Towbin stated that in recent discussions with the University of Vermont, which flies aerial reconnaissance drones, there is an opportunity for Plainfield to pay only \$500 of the \$2,000 cost for a drone flight over the area to gather aerial information. Towbin strongly recommended accepting the offer, especially due to the requirement that Town's document what areas looked like prior to flooding events to receive disaster recovery funding. Towbin stated that the information also would be useful to include in the grant application for the Brook Road bridge replacement project discussed during the previous agenda item. **Sneyd made a motion to authorize the Road Foreman and Road Commissioner to work with the University of Vermont on the aerial photo survey for a cost to the Town of \$500. The motion was approved.**
- Billingsley noted that the Hazard Mitigation Committee still needs approximately \$800 for the mail-out for household emergency preparedness, and committee members will be present at the next Select Board meeting to make an appeal for that funding. Sneyd noted that the funding requested by Towbin for the drone flight is in the Road budget, and that finding funding for the emergency preparedness mailing will be discussed at a future time.
- Towbin noted that there would be more information regarding the Highway Department's personnel issue next week.
- Towbin reported that other than a small amount of work on the guardrails, the Bean Road project has essentially been completed.

WEBSITE DISCUSSION; SEEKING PUBLIC INPUT ON USE OF TOWN WEBSITE

- Sneyd explained that the Select Board is undertaking a process to update and make the Town's website more dynamic. He had asked several people who regularly post to the site to come in and offer their experiences with it. Feedback from Becky Atchinson, Michael Billingsley, Bram Towbin, and Tim Phillips included:
 - the inability to delete posted documents;
 - the lack of a file naming convention to make the latest postings appear first;
 - the need for a place to post notices;
 - why the home page says "Welcome to the Town of Plainfield, Vermont's Website" instead of "Welcome to Plainfield;"
 - the lack of posted contact information for many Town officials;
 - the need to be able to correct posted documents;
 - the need for an overall Town calendar for meeting schedules and other events;
 - the need to be able to post and replace photographs;

- the need for a web person to gather information, update the site on a regular basis, and provide technical assistance to others who are experiencing posting difficulties;
- the need to integrate social media into the site;
- difficulties navigating the site and finding information;
- the need to update out-of-date information;
- the need to be able to present visuals and tell stories related to what is being done in the Town to show residents how their tax dollars are being spent;
- including a FAQs (frequently asked questions) page; and
- including a news aggregation feed to flag new information recently posted to the site.

Sneyd asked if Atchinson and Towbin would recollect the names of people who were present at a website training meeting several years ago to assemble a temporary committee, including those presenting feedback tonight, to talk through the issues needing to be addressed to improve the website.

CVRPC TRAFFIC STUDY UPDATE

- Sneyd noted the presence of traffic counters on several Town roads, stating the Central Vermont Regional Planning Commission was able to provide four of them. With regard to radar signs, Towbin stated Road Foreman Mike Nolan’s frustration with having to switch out batteries frequently on the Town’s existing radar sign and his preference for something more self-contained. Sneyd raised the possibility of obtaining grant funding for purchasing radar signs. Discussion followed on the cost and issues involved in installing and maintaining traffic tables on roads to slow down vehicles. Thayer stated that due to the high cost of such traffic equipment, the State should think about buying these items in bulk to decrease the cost to individual towns.

APPROVE MINUTES, OTHER BUSINESS

- Approval of minutes from the 9/11/17 regular Select Board meeting and a special Select Board meeting was tabled until the next meeting.

ADJOURNMENT

- **Thayer made a motion to adjourn the meeting at 8:35pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff