

**Town of Plainfield  
Select Board Meeting  
January 27, 2020  
Draft Minutes**

**PRESENT:** James Volz (Select Board Member), Alexandra Thayer (Select Board Chair), Tammy Farnham (Select Board Member), Linda Wells (Town Clerk/Treasurer), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Josh Pitts (Water/Wastewater Commission), Tristan MacGregor-Stewart (Water/Wastewater Department), Allan Farnham (Resident), Pam DeAndrea (Central Vermont Regional Planning Commission), Phoenix Mitchell (Hitching Post), Nancy Ellen (Hitching Post), Laura Ziegler (Resident), and Jessica Louisos (Milone and MacBroom Engineering).

**Prior to the start of the Select Board's regular session, a public hearing was held regarding Water and Wastewater Ordinance Updates and Adoption.**

**Alexandra Thayer called the regular session of the Select Board meeting to order at 6:47pm.**

**AGENDA**

- Review Agenda
- Public Comment/Announcements
- Town Clerk's Report
  - Approval of Final 2020-2021 Budget for Town Meeting
  - Approval of Town Meeting Warning
  - Warrants
- Road Commissioner's Report
  - Loader Update and Replacement Authorization
- Hitching Post Update RE: Funding, Allocation of Funding if Received, and Select Board Resolution and Letter of Support - Nancy Ellen and Phoenix Mitchell
- Pedestrian Bridge Project
  - Appointment of Advisory Committee for On-Site Engineer
  - Review of RFPs for On-Site Engineer and for Construction Work
- Route 2/Main Street Intersection - Appointment of Citizen Advisory Committee
- The Health Center Water Remediation Project - Jessica Louisos
- Approval of Select Board Report for Town Report
- Other Business
- Approval of Minutes of Select Board Meetings: Confirmation of Approval of 11/7/19, 11/14/19, 11/19/19, 11/25/19, and 12/9/19 Minutes, and Approval of 1/13/20 Minutes
- Agenda Items for 2/10/20 Meeting
- Adjourn

**REVIEW AGENDA**

- James Volz reported that Road Commissioner Bram Towbin was attending another meeting and thus would not be providing the Road Commissioner's Report. Tammy Farnham added that Towbin had received only two bids regarding the loader, thus was not ready to update the Select Board on the

issue. Farnham added to Other Business a discussion regarding a change in videotaping Select Board meetings. **Thayer made a motion to approve the agenda as amended. The motion was approved.**

#### **PUBLIC COMMENT/ANNOUNCEMENTS**

- Thayer announced that the local task force charged with identifying the locations of ash trees in Plainfield has completed the 2019 Ash Tree inventory. Joanne Garton will be making a presentation on the subject on 2/6/20 at 7:00pm at the Town Hall Opera House.
- Farnham noted that census taking will begin between the months of March and July this year. There is a video available explaining the census, which may be posted to the Town website.

#### **TOWN CLERK'S REPORT**

##### **- APPROVAL OF FINAL 2020-2021 BUDGET FOR TOWN MEETING**

##### **- APPROVAL OF TOWN MEETING WARNING**

##### **- WARRANTS**

- Town Clerk/Treasurer Linda Wells presented the final budget for Select Board approval, noting that it represents a 4.5% increase overall. Volz noted that there was a recent article on the Plainfield Town budget in the *Times Argus*. **Volz made a motion to adopt the budget as proposed. The motion was approved.** A brief discussion followed regarding some of the Select Board's efforts to keep the final budget total as low as possible. Former Road Commissioner Allan Farnham asked why so many things have gone wrong all at once with the Town's loader equipment. Discussion ensued regarding the current heating system at the Town Garage that keeps the garage cold, resulting in a cold working environment for the Road Crew and not the best environment for the equipment.
- Wells presented the final warning for Town Meeting for Select Board approval, briefly explaining some of the changes that were made. **Tammy Farnham made a motion to approve the warning for Town Meeting as presented by Wells. The motion was approved.**
- **Volz made a motion to approve two fleet permit applications for 1) Bournes, Inc./Bournes Propane DBA Bournes Energy; and 2) Newport Sand and Gravel Company, Inc. and Carroll Concrete Company, Inc. The motion was approved.**
- **Farnham made a motion to approve warrants of 1/17/20, 1/22/20, 1/23/20, and 1/24/20. The motion was approved.**

#### **PEDESTRIAN BRIDGE PROJECT**

##### **- APPOINTMENT OF ADVISORY COMMITTEE FOR ON-SITE ENGINEER**

##### **- REVIEW OF RFPS FOR ON-SITE ENGINEER AND FOR CONSTRUCTION WORK**

- After reviewing the request for proposals (RFP) drafted by Project Manager Pat Travers to hire a consulting engineer for the Pedestrian Bridge project, **Volz made a motion to let Pat Travers know that the Select Board finds the RFP to hire a consulting engineer for the Pedestrian Bridge project acceptable. The motion was approved.** After a brief discussion, **Volz made a motion to appoint Alice Merrill and Tammy Farnham to the selection advisory committee to review responses to the RFP once received. The motion was approved.** Thayer will reach out to others who served on the selection advisory committee for the Brook Road Bridge to assess their interest in serving on the Pedestrian Bridge project selection advisory committee.

#### **ROUTE 2/MAIN STREET INTERSECTION - APPOINTMENT OF CITIZEN ADVISORY COMMITTEE**

- Discussion centered on appointing a citizen advisory committee for the Route 2/Main Street intersection project. Thayer noted that the advisory committee should report to the Select Board

on its findings, but not be tasked with making any decisions. Thayer presented a document outlining some proposed areas that she thought the advisory committee should investigate by gathering information and making recommendations to the Select Board while not advocating for any particular point of view. Volz and Farnham agreed with Thayer's approach. Farnham added that she would like to include in the advisory committee some juniors from Twinfield Union School to gain an understanding of the younger generation's opinion on the intersection as well as to get them interested in Town issues. Thayer agreed to send the document outlining the proposed focus areas to both the Water/Wastewater Department and Commission along with the other Select Board members. Farnham agreed with Thayer's previous suggestion that documents pertaining to the intersection be posted on the Town website.

**APPROVAL OF MINUTES OF SELECT BOARD MEETINGS: CONFIRMATION OF APPROVAL OF 11/7/19, 11/14/19, 11/19/19, 11/25/19, AND 12/9/19 MINUTES, AND APPROVAL OF 1/13/20 MINUTES**

- After discussion regarding which meeting minutes had been approved, **Farnham made a motion to approve minutes from the 11/7/19, 11/14/19, and 11/19/19 special meetings, and the 1/13/20 regular meeting. The motion was approved.**

**APPROVAL OF SELECT BOARD REPORT FOR TOWN REPORT**

- Thayer presented a draft of the Select Board report for the Town Report. Farnham questioned the inclusion of the Friends of the Plainfield Town Hall Opera House's purchase of the Gallison property. After a brief discussion, **Volz made a motion to adopt the proposed Select Board report for the 2019 Town Report, with one typo corrected. The motion was approved.**

**HITCHING POST UPDATE RE: FUNDING, ALLOCATION OF FUNDING IF RECEIVED, AND SELECT BOARD RESOLUTION AND LETTER OF SUPPORT - NANCY ELLEN AND PHOENIX MITCHELL**

- Plainfield resident Nancy Ellen and Worcester resident Phoenix Mitchell were present to explain the concept of the Hitching Post and request approval of a letter of intent/application that the Town would submit to apply for a \$500 Vermont Agency of Transportation (VAOT) grant. Noting that the full cost of setting up a Hitching Post would be \$750, Mitchell offered to do it from start to finish in exchange for the \$500 VAOT grant if the other \$250 cannot be raised. The site being proposed for the post installation is on the corner of Mill and Main Streets at the bump-out by the Grace Methodist Church. Mitchell explained the application process, which is a letter from the Town on Town stationery requesting the funding. The Town's only other responsibility would be to notify VAOT when the project has been completed. Noting that the VAOT funding can be used for other types of projects, Farnham questioned if this was the best use of the \$500 grant. Mitchell responded that municipalities can apply for these grants once every fiscal year. Ellen will send a draft letter to the Select Board that can be used as a model for the Plainfield application. It was agreed that a decision about whether to move forward with the application will be made at the 2/10/20 meeting.

**THE HEALTH CENTER WATER REMEDIATION PROJECT - JESSICA LOUISOS**

- Pam DeAndrea, Water Quality Planner from Central Vermont Regional Planning Commission and Jessica Louisos, Lead Project Engineer for Water Resources at Milone & MacBroom, Inc., were present to report on changes to the plan for stabilizing, from storm water runoff, a substantial gully behind the Health Center leading down to the Winooski River. The plan is at 90% completion. The Town's involvement moving forward would be to commit to the operation and maintenance at the site for a period of 10 years. No matching project funding would be required from the Town and construction would most likely begin in the summer of 2021. Louisos explained that, during a recent

site visit with Road Foreman Mike Nolan and Road Commissioner Bram Towbin, it was determined that the slope is too steep for getting any of the Town's equipment down to where the maintenance would need to take place, thus the design was changed to provide easier access. The new design would require sediment removal once or twice every 10 years rather than once every two or three years as originally proposed. Farnham voiced concern regarding the fact that the Town would now need to rent equipment to perform the maintenance. Louisos and DeAndrea noted that while the new design would require equipment to be rented, maintenance would be required a lot less often. The Town has already signed an intent agreement to provide operation and maintenance, but will need to sign a formal commitment during the process of applying for implementation funding. Towbin and Nolan will be asked to provide feedback and present to the Select Board the cost of renting the needed equipment at the 2/10/20 Select Board meeting.

#### **OTHER BUSINESS**

- Thayer reported that due to the increase in the cost of videotaping Select Board meetings and the estimated low number of viewers, the Select Board has decided to discontinue videotape coverage. Options will be explored to determine if there are other possibilities to videotaping or audiotaping meetings, which can then be posted to the Town website.

#### **ADJOURN**

- **Volz made a motion to adjourn at 8:43pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff