

**Town of Plainfield
Select Board Meeting
March 25, 2019
Draft Minutes**

PRESENT: James Volz (Select Board Member), Alexandra Thayer (Select Board Chair), Tammy Farnham (Select Board Member), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Alice Dworkin (Resident), Bram Towbin (Road Commissioner), and Bob Atchinson (Energy Coordinator).

The Select Board entered into executive session per VSA 313 at 6:30pm. No action was taken.

Alexandra Thayer called the regular portion of the Select Board meeting to order at 7:18pm.

AGENDA

- Executive Session per 3 VSA 313
- Review Agenda
- Public Comment/Announcements
 - April 30 Community Gathering Announcement
- Approval of Minutes of March 11, 2019 Meeting and Town Meeting Minutes
- Town Clerk's Report
 - Approval of Warrants
 - Approval of Road Use Permits
- Bike/Pedestrian Project Update
- Road Commissioner's Report
- Appointments
- Report on Climate Economy Model Communities Program Gathering 3/18/19 (Vermont Council on Rural Development Joint Grant to Marshfield & Plainfield) - Jim Volz
- Long-Term Planning for Select Board Focus
- Agenda Items for 4/8 Meeting
 - Purchasing Policy Discussion/Approval
 - Local Emergency Management Plan Update (Due May 1st)
- Adjourn

REVIEW AGENDA

- There were no changes made to the agenda.

PUBLIC COMMENT/ANNOUNCEMENTS

- APRIL 30 COMMUNITY GATHERING ANNOUNCEMENT

- Bram Towbin announced that on 3/30/19 from 9am to 1pm at Twinfield Union school, there will be a free pancake breakfast to talk about land management and water quality.
- Thayer noted a recent post on Front Porch Forum regarding the Vermont Onsite Loan Program that is available to help people who are not on the Plainfield Water/Wastewater system and who are faced with replacement of a failed drinking water well or septic system.
- Towbin announced a Climate Economy Model Communities Program gathering on 4/30/19.

- Thayer announced that the Plainfield Community Dinner will be held on 3/26/19 at Grace Methodist Church.

APPROVAL OF MINUTES OF MARCH 11, 2019 MEETING AND TOWN MEETING MINUTES

- **Tammy Farnham made a motion to accept the minutes from the 3/11/19 Select Board meeting. The motion was approved.**
- **James Volz made a motion to approve the minutes from the 3/5/19 Town Meeting. The motion was approved.**

TOWN CLERK'S REPORT

- APPROVAL OF WARRANTS

- APPROVAL OF ROAD USE PERMITS

- Town Clerk/Treasurer Linda Wells presented the Annual Financial Highway Plan to be sent to VTRANS. **Volz made a motion to approve the Annual Financial Highway Plan. The motion was approved.**
- Wells reported that the Great Brook Bridge project has been put out to bid. Thayer noted that she had wanted to review it prior to being advertised.
- Wells presented the following Fleet permit requests for approval:
 - Agri-Mark, DBA Cabot Creamery
 - K. Bellavance Land Works and Hauling
 - Borderline Trucking, LLC
 - Dubois Newton Construction, Inc.
 - GW Tatro Construction, Inc.
 - Harrison Redi-Mix Corporation
 - Pike Industries
 - SD Ireland Concrete Construction Corporation and SD Ireland Brothers Corporation
 - Structural Wood Corporation
 - Structure RBR, Inc.
 - United Natural Foods**Volz made a motion to approve the above Fleet permit requests. The motion was approved.**
- Thayer noted that a thank-you note had been received from the Open Door Volunteers in Danville for the Select Board's contribution in memory of Betty Chamberlin.
- **Volz made a motion to approve warrants of 3/22/19, 3/15/19, and 3/29/19. The motion was approved.**
- Thayer noted that both a purchasing policy and a conflict of interest policy will be addressed at a future Select Board meeting.

BIKE/PEDESTRIAN PROJECT UPDATE

- Thayer stated that discussion of the Bike/Pedestrian project would be put on the agenda for the 4/8/19 meeting.

ROAD COMMISSIONER'S REPORT

- Road Commissioner Bram Towbin reported on the outstanding job that the Road Crew had done during the recent heavy snowstorm. Towbin noted that with 40+ miles of Town roadways, he had received reports from residents both satisfied and dissatisfied with road conditions in various areas. Thayer stated that people should think about whether they should be going out on the roads during such conditions.

APPOINTMENTS

- Thayer noted that all appointments are for one year unless otherwise noted.
- **Thayer made a motion to appoint the following to the Planning Commission:**
 - **Karen Storey 2022 (re-appointment)**
 - **Jesse Cooper 2022**
 - **Alice Star Dworkin 2021 (appointment rescinded)**
 - **Will Colgan 2020 (re-appointment)**
 - **Bram Towbin 2020 (re-appointment)**

The motion was approved.
- **Thayer made a motion to appoint the following to the Central Vermont Regional Planning Commission:**
 - **Town Representative: Bram Towbin**
 - **Alternate: Jim Volz**
 - **Transportation Advisor: Bob Atchinson**

The motion was approved.
- **Volz made a motion to appoint Alexandra Thayer as Emergency Management Director. The motion was approved.**
- Thayer read through the following proposed appointments:
 - Animal Control Officer: Kathleen “Kate” Hayes
 - Auditor (3-year terms): Mary Etta Chase 2020; Monica Bettis 2020
 - Cemetery Commission (5-year terms): David Spence 2020; Alice Dworkin 2023
 - Central Vermont Internet (dba CV Fiber): Michael Birnbaum, Town Delegate; Jeremy Matt, Alternate
 - Central VT State Police Advisory Board: Kathleen “Kate” Hayes
 - Central VT Solid Waste: Betsy Ziegler; Bram Towbin, Alternate
 - Conservation Commission (4-year terms): Vacancy 2021; Vacancy 2023; Vacancy 2023
 - Development Review Board (3-year terms): Janice Walrafen 2022; Sarah Albert 2022; Alice Dworkin 2021 (Dworkin appointment approved by separate vote)
 - E-911 Coordinator: Sandra Ross
 - Energy Coordinator: Bob Atchinson
 - Fence Viewer: Charlie Cogbill
 - EMT Captain: Greg Light
 - Fire Chief: Patrick Martin
 - First Assistant Fire Chief: Dennis Blair
 - Second Assistant Fire Chief: Andy Hebert
 - Deputy Chief: Gary Graves
 - Fire Warden (5-year term): Andy Hebert 2024
 - First Constable: Kathleen Hayes
 - Hazard Mitigation Committee (appointments approved by separate vote with Thayer not voting): Michael Billingsley; Amos Meacham; Dan Gadd; Susan Grimaldi; Bram Towbin; Alexandra Thayer (Select Board member, ex-officio member)
 - Recreation Committee: Dan Gadd; Nick Hooker; Chloe Budnick; Ben Youngbaer; Jamie Spector
 - Revolving Loan Committee: Karl Bissex; Erica DaCosta; Dave Boynton
 - Road Commissioner: Bram Towbin

- Road Foreman and Highway Administrator: Mike Nolan
- Social Concerns: Sarah Albert; Gail Falk; Mary Niebling
- Tree Warden: Nicko Rubin
- Water and Wastewater Commissioner (3-year term): Mary Lane 2022
- Registrar: Linda Wells
- Deputy Registrars: Bruce Judd; Nicholas Whitcomb; R. Brent Whitcomb

Volz made a motion to approve the appointments as listed above. The motion was approved.

- After Alice Dworkin expressed interest in serving on the Development Review Board and the Cemetery Commission rather than on the Planning Commission, **Volz made a motion to strike Dworkin from the Planning Commission and appoint her to the Development Review Board and the Cemetery Commission.** Thayer noted that because the Select Board can only make Cemetery Commission appointments through to the next Town Meeting, Dworkin should submit her name prior to next year's Town Meeting for it to appear on the ballot. Thayer will contact Baylen Slote asking him to send a note expressing interest in serving on the Planning Commission, which will then be taken up at the 4/8/19 Select Board meeting. **The motion was approved.**

AGENDA ITEMS FOR 4/8 MEETING

- PURCHASING POLICY DISCUSSION/APPROVAL

- LOCAL EMERGENCY MANAGEMENT PLAN UPDATE (DUE MAY 1ST)

- Thayer noted that both a Conflict of Interest Policy and a Purchasing Policy were being developed.
- Thayer stated that she hopes to have more information regarding the Local Emergency Management Plan.
- Thayer added the financing for the 4/30/19 meeting dinner and mailing.
- Thayer added the financial health of the community with David Strong and Ross Sneyd.
- Thayer added the Bike/Pedestrian project update.

REPORT ON CLIMATE ECONOMY MODEL COMMUNITIES PROGRAM GATHERING 3/18/19

(VERMONT COUNCIL ON RURAL DEVELOPMENT JOINT GRANT TO MARSHFIELD & PLAINFIELD) - JIM VOLZ

- Thayer stated that discussion on the 4/30/19 Climate Economy Model Communities Program would be tabled until the 4/8/19 meeting when Ross Sneyd and David Strong would be present. A brief discussion followed regarding encouraging businesses to open up and remain in Plainfield.
- Discussion centered on ideas for issues to be taken up during the kickoff forum for the Climate Economy Model Communities Program on 4/30/19. Bram Towbin noted two reports that generated ideas from residents regarding what they would like to see in Plainfield in the future. Also discussed was funding to pay for postage and the dinner.

LONG-TERM PLANNING FOR SELECT BOARD FOCUS

- Ideas generated for Select Board focus included:
 - planning for the future in terms of personnel in the Road Crew, Town Clerk's office, and Water/Wastewater Department;
 - costs for training, equipment, and insurance related to emergency services;
 - costs of rescue squad and dispatch contracts;
 - convening joint Select Board meetings with other towns;

- evaluating a section of the budget at each Select Board meeting throughout the year to address any lack of efficiencies rather than waiting until budget time at the end of the year;
- the need for a new Water/Wastewater treatment plant; and
- looking at the broad question of grants and the costs involved.
- Regarding the idea of the Select Board looking at sections of the budget throughout the year, Thayer asked if Farnham could come up with a plan for addressing that process at each upcoming meeting. Volz offered to help by doing the planning for every other meeting, including who needs to be present from various committees and boards at each.

OTHER BUSINESS

- Regarding the dinner planned for the 4/30/19 Climate Economy Model Communities Program gathering, Volz agreed to follow up on some of the details. Thayer agreed to ask the group that puts on the Plainfield Community Dinners for guidance.
- Bob Atchison announced that beginning on 4/5/19, 350 Vermont is sponsoring a five-day Next Steps Climate Walk. Thayer suggested trying to incorporate a walk in this year's Plainfield Home Days.

ADJOURN

- **Volz made a motion to adjourn at 8:55pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff