

**Town of Plainfield  
Select Board Meeting  
May 13, 2019  
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), Bram Towbin (Road Commissioner), Eric Blaisdell (Times Argus), and David Strong (Bike/Pedestrian Project).

**Alexandra Thayer called the meeting to order at 7:04pm.**

**AGENDA**

- Review Agenda
- Public Comment/Announcements
  - June 1 & 2 Cutler Memorial Book and Plant Sale & Request for Plant Donations
- Town Clerk's Report
  - Approval of Warrants
- Purchasing Policy Discussion/Approval
- Road Commissioner's Report
- Animal Control Officer – Kathleen Hayes
  - Update RE: Two Additional Alternate Kennel Options
- Bike/Pedestrian Project
- Long-Term Planning for Select Board
- Approval of April 24, 2019 Select Board Meeting Minutes
- Agenda Items for 5/28 Meeting
  - Wastewater Department Loan Approval for Engineering
- Adjourn

**REVIEW AGENDA**

- James Volz noted that the correct dates for the Cutler Memorial Book and Plant Sale are 5/31/19 and 6/1/19.

**PUBLIC COMMENT/ANNOUNCEMENTS**

**- MAY 31 AND JUNE 1 CUTLER MEMORIAL BOOK AND PLANT SALE & REQUEST FOR PLANT DONATIONS**

- Volz announced that the Cutler Memorial Library will be holding its annual Book and Plant Sale on 5/31/19 and 6/1/19, and encouraged people to come out for it.

**TOWN CLERK'S REPORT**

**- APPROVAL OF WARRANTS**

- Thayer noted several areas where she and Town Clerk/Treasurer Linda Wells had added language to the draft Purchasing Policy.

- Wells reported that the Washington Northeast Supervisory Union has given notice that it will be vacating the rental space above the Town Clerk’s office on 10/1/19. Discussion ensued regarding the possibility of making the space available for Town use, needed repairs and recent weatherization measures, loss of rental income, and the content of the existing lease agreement. It was decided that the Select Board members would stop by individually to tour the space before making a decision on any future use.
- **Tammy Farnham made a motion to approve the following Fleet and Single Vehicle permit requests:**
  - **GSB Excavating (Fleet)**
  - **Gravel Construction Company, Inc. (Fleet)**
  - **Haskins and Associates Concrete (Single Vehicle)**
  - **Hutch Crane and Pump Rental Corporation (Fleet)**
  - **N.A. Manosh (Fleet)**
  - **Patterson Fuels and Propane (Fleet)**
- **The motion was approved.**
- Wells presented two reimbursement requests to VTRANS for the Main Street Pedestrian Bridge Project. Discussion followed on previous project reimbursements, project management costs, and the length of time the project has been underway. **Volz made a motion to submit two reimbursement requests, dated 5/13/19, to VTRANS for the Main Street Pedestrian Bridge Project in the amounts of \$6,927.62 and \$10,992.46. The motion was approved.**
- **Volz made a motion to approve warrants of 5/3/19, 5/7/19, 5/10/19, and 5/17/19. The motion was approved.**

**PURCHASING POLICY DISCUSSION/APPROVAL**

- It was decided that the draft Purchasing Policy would be considered at the 5/28/19 Select Board meeting after Farnham and Volz have an opportunity to review it.

**ROAD COMMISSIONER’S REPORT**

- Road Commissioner Bram Towbin reported on the following:
  - Due to the rain expected this week, paved street sweeping will commence the week of 5/20/19. Towbin noted that the Town is not responsible for sweeping Route 2 and that he is trying to get the people at District 7 to address the issue.
  - A request for bids has been sent out for building an extension to the Town Shed. Towbin will make sure that Road Foreman Mike Nolan has the request for bids posted to the Town website.
  - Estimates are being obtained for paving Towne Avenue, a section of Martin Meadow, and the bottom of East Hill Road.
  - Road grating will continue as weather permits. Towbin noted that he has been unable to reach anyone at the new hemp farm on Lower Road in order to have them remove the debris pile that is currently in the right-of-way.
  - The Road Crew will be digging out an area and putting down gravel for the new bus shelter to be located on Route 2 in front of the post office. Towbin would like to get the cost for a company to pour the cement rather than having the Road Crew mix the concrete from bags. Farnham offered to loan out a cement mixer for the job.

**ANIMAL CONTROL OFFICER – KATHLEEN HAYES**

**- UPDATE RE: TWO ADDITIONAL ALTERNATE KENNEL OPTIONS**

- Thayer noted that the Animal Control Officer had not yet gotten the info on additional alternate kennel options, thus the item will be tabled until the 5/28/19 Select Board meeting.

**BIKE/PEDESTRIAN PROJECT**

- Thayer noted that Bike/Pedestrian Project Manager Pat Travers had provided an update on the project, which contained several missed deadlines. Project Advisory Committee member David Strong was present and discussion followed on the causes for the project’s delay. Strong noted that Ross Gouin at VTRANS, who is managing the project for the State, would be the person in the know regarding what is holding up progress. Strong cited the Project Advisory Committee members, in addition to himself, as Laura Ziegler, David Diamantis, Karl Bissex, and Betsy Ziegler. Strong mentioned different areas where the Project Advisory Committee has been providing support to Travers, and noted various ways in which Project Advisory Committee members might offset some of the upcoming costs by assisting Travers with his work. Because only approximately \$18,000 remains before the cost of the Dufresne Group’s work exceeds the \$100,000 cap on engineering costs that the State will reimburse, such work as drafting the construction specifications for the request for proposals might be assigned to Travers. It was decided that Gouin from VTRANS would be asked to update the Select Board at its 5/28/19 meeting rather than incurring the costs of having Travers or someone from the Dufresne Group attend.

**OTHER BUSINESS: ANIMAL CONTROL ORDINANCE PUBLIC HEARING**

- With Farnham’s and Volz’s concurrence, Thayer noted that she will contact Glenda Bissex and encourage her to attend the 5/14/19 public hearing to provide important information that would be helpful to the Select Board regarding the incident. Wells agreed to provide the license information on the dog at issue prior to the hearing.

**LONG-TERM PLANNING FOR SELECT BOARD**

- Farnham reviewed her proposal for evaluating budget areas throughout the year rather than dealing with them at the end of the year during budget time. After listing various topics to cover, Farnham noted the need to come up with a plan to address each of them, suggesting that the Select Board begin with income goals for the Town. It was decided that Farnham would reach out to Delinquent Tax Collector George Cushing and Town Hall Opera House rental coordinator Steven Light and request that they attend the 5/28/19 Select Board meeting to report on their respective areas. Thayer agreed to ask Wells for a broad perspective on other income areas for the Town. All agreed that hearing from taxpayers regarding what they think are the important things that the Town should be focused on should be addressed at a future meeting, which would serve to make realistic adjustments to the tax rate. It was decided that the 5/28/19 Select Board meeting will begin at 6:45pm to allow for the Select Board members to tour the rental space on the second floor of the municipal offices. Thayer will ask Bob Atchinson or Ed Hutchinson to put in writing the situation regarding weatherization issues in the rental space, and find out from Wells when the Select Board needs to meet to set the tax rate. It was decided that the one meeting per month scheduled on the fourth Monday for June, July, and August would be extended to three hours to accommodate discussion on items in the Select Board’s long-term planning. Each of those meetings will begin at 6pm and end at 9pm.

**AGENDA ITEMS FOR 5/28 MEETING**

- Animal Control Officer
- Purchasing Policy Decision/Approval
- Mary Lane RE: Water/Wastewater Department Loan Approval for Engineering
- Ross Gouin from VTRANS
- Long-Term Planning for Select Board: Delinquent Tax Collection and Revenues/Expenses for Town Hall Opera House

**APPROVAL OF APRIL 24, 2019 SELECT BOARD MEETING MINUTES**

- Farnham made a motion to approve the Select Board meeting minutes from 4/24/19 as written. The motion was approved.

**ADJOURN**

- Volz made a motion to adjourn at 8:47pm. The motion was approved.

Respectfully submitted by Cindy Wyckoff