

**Town of Plainfield
Select Board Meeting
March 11, 2019
Approved Minutes**

PRESENT: James Volz (Incoming Select Board Member), Alexandra Thayer (Select Board Member), Tammy Farnham (Select Board Member), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Bram Towbin (Road Commissioner), and Michael Billingsley (Hazard Mitigation Committee).

Alexandra Thayer called the executive session to order at 6:55pm. Tammy Farnham made a motion to go out of executive session at 7:10pm. No action was taken.

AGENDA

- Executive Session per 3 VSA 313
- Review Agenda
- Public Comment/Announcements: Openings and Vacancies
- Organizational Meeting
- Approval of Minutes of February 25, 2019 Meeting
- Approval of Town Meeting Minutes: The record or minutes of the annual town meeting must be approved and attested to by any two of the following: moderator, Select Board or Justices of the Peace. The clerk must request this approval within seven days after each town meeting and his or her request must be given prompt consideration. 24 V.S.A. §1152.
- Town Clerk's Report: Update from Town Clerk; Town Meeting; Election Outcomes; Space in Town Hall for Municipal Materials; Approval of Warrants
- Road Commissioner Report
- Hazard Mitigation Plan Update & Local Emergency Management Plan Due May 1
- Hazard Mitigation Committee Policy Proposal
- Conflict of Interest Policy Update (Required by 7/1/19)
- Review of Upcoming Appointments and Statutes Re: Incompatible Offices
- Agenda Items for 3/25 Meeting: Appointments; Update on LEMP Due May
- Adjourn

REVIEW AGENDA

- There were no changes made to the agenda.

PUBLIC COMMENT/ANNOUNCEMENTS: OPENINGS AND VACANCIES

- Thayer reported that it was a splendid Town Meeting, including Bram Towbin's photographs of the event.
- Thayer noted that there are openings and vacancies on Town boards and committees that the Select Board will be reviewing. She noted that there is a volunteer form on the website for those interested in applying for any of the open or vacant positions.

ORGANIZATIONAL MEETING

- Thayer stated that the Select Board would ask that Cindy Wyckoff continue to take Select Board meeting minutes.

- Thayer suggested setting the schedule for Select Board meetings and proposed meeting just once during each of the months June, July, and August 2019.
- Town Clerk/Treasurer Linda Wells administered the oath of office to recently elected Select Board member James Volz, to which Volz affirmed.
- Returning to the topic of the schedule of Select Board meetings this summer, it was agreed that during the months of June, July, and August, the Select Board would meet just once per month on the fourth Monday of each. **Thayer made a motion that a schedule be set for the coming year for the Select Board to meet on the second and fourth Mondays of every month except for June, July, and August, where meetings will be held once per month on 6/24/19, 7/22/19, and 8/26/19. If needed, the Select Board will schedule special meetings. Volz seconded the motion. The motion was approved.**
- Regarding the election of the Select Board chair, **Volz made a motion that Thayer be named chair. The motion was approved.**

APPROVAL OF MINUTES OF FEBRUARY 25, 2019 MEETING

- **Farnham made a motion to accept the minutes from the 2/25/19 Select Board meeting. The motion was approved.**

APPROVAL OF TOWN MEETING MINUTES: THE RECORD OR MINUTES OF THE ANNUAL TOWN MEETING MUST BE APPROVED AND ATTESTED TO BY ANY TWO OF THE FOLLOWING: MODERATOR, SELECT BOARD OR JUSTICES OF THE PEACE. THE CLERK MUST REQUEST THIS APPROVAL WITHIN SEVEN DAYS AFTER EACH TOWN MEETING AND HIS OR HER REQUEST MUST BE GIVEN PROMPT CONSIDERATION. 24 V.S.A. §1152.

- Thayer explained the process of approving Town Meeting minutes. Town Clerk/Treasurer Linda Wells noted that the draft minutes could be approved as a draft, posted to the website, and voted on for final approval, including any changes, at the next meeting. **Volz made a motion to adopt the draft Town Meeting minutes of 3/5/19 and review the final version at the 3/25/19 Select Board meeting. The motion was approved.**

TOWN CLERK'S REPORT: UPDATE FROM TOWN CLERK; TOWN MEETING; ELECTION OUTCOMES; SPACE IN TOWN HALL FOR MUNICIPAL MATERIALS; APPROVAL OF WARRANTS

- Thayer noted to Town Clerk/Treasurer Linda Wells that all of the Town board and committee appointments will be voted on at the 3/25/19 meeting.
- Wells reported on the following results from Town Meeting:
 - All the incumbents were reelected. She welcomed Volz as a new Select Board member.
 - Jamie Spector was elected as School Director for two years.
 - Janna Osman was elected as School Director for three years.
 - The Town budget was changed from the total listed in the *Town Report*. It was increased by \$700 for a total of \$982,982.
 - Both Water and Wastewater budgets were passed.
 - Voter turnout was 21%: 190 out of 933 registered voters.
 - There were an estimated 110 people in attendance.
- Thayer asked if storage of election-related materials at the Town Hall Opera House has worked out for Wells, to which she responded that David Strong had provided room within a closet there that made set up for Town Meeting much easier.
- Wells presented a draft copy of the Hazard Mitigation Committee policy proposal.

- **Volz made a motion to approve warrants of 2/28/19, 3/1/19, 3/6/19, 3/8/19, and 3/8/19. The motion was approved.**
- Regarding Fleet and Single Vehicle permits, Thayer reviewed the stipulations put on approved permits and noted the weights of some of the vehicles that travel Plainfield roads. Road Commissioner Bram Towbin noted the low fees paid by these businesses for the permits, which he feels the State should revisit. **Farnham made a motion to approve Fleet permits for Chevalier Drilling Company; Gils Construction; Limlaw Chipping and Land Clearing, Inc.; McCullough Crushing, Inc.; and Winterset, Inc. The motion was approved.**
- Wells reported that there was damage to the privacy fence between the Town Hall Opera House and the next door residence apparently from snow sliding off the Town Hall Opera House roof. The damage will be repaired as soon as the snow has melted.

ROAD COMMISSIONER REPORT

- Road Commissioner Bram Towbin reported on the following:
 - Regarding the policy of repairing damaged mailboxes from snow plowing, if deemed the fault of the snow plow and other conditions are met, the Town will pay for the cost of repair. Towbin stressed that people should not spend any money to fix the mailbox prior to bringing it to the Town's attention.
 - The sand pile is currently doing okay. Due to rising temperatures, the Road Crew will soon begin grading the roads.
 - Going forward, Road Foreman Mike Nolan will be authorizing when the sidewalks will be plowed by contractor Kevin Hudson.
 - On a non-road-related issue, on 3/30/19 at Twinfield Union School, the Central Vermont Regional Planning Commission and the Towns of Plainfield, Marshfield, and Cabot will be holding a pancake breakfast for landowners to talk about water quality and generally taking care of one's land.
 - The parking ban during snowstorms has been working well overall, and Towbin complimented Town Constable Kathleen Hayes for doing a good job in that area.
 - The Road Crew is trying to avoid what happened last year on Lower Road regarding plowing mud over to the side of the road due to uneven thawing of the road.
 - Thayer noted that she will follow up regarding how Barre managed to get an intern to work with its Road Crew.
 - There will be a meeting at 9am at the Town offices regarding remediating erosion on the hill above Recreation Field Road.
 - In response to a question by Thayer, it is unclear at this point how road work will be covered if a Road Crew member needs surgery.

HAZARD MITIGATION PLAN UPDATE & LOCAL EMERGENCY MANAGEMENT PLAN DUE MAY 1

- Thayer noted that a draft of the update to the Hazard Mitigation Plan is available. Comments should be sent to Thayer or to Jonathan DeLaBruere at Central Vermont Regional Planning Commission by 4/4/19. Thayer noted that Dan Singleton, the State Forester, sent a comment suggesting that the Emerald Ash Borer be included as a hazard. Towbin noted that he has tried to engage Twinfield Union School to have students map where Ash trees are located on Plainfield streets and roads.
- The Local Emergency Management Plan, formerly called the Local Emergency Operations Plan, is due by 5/1/19.

HAZARD MITIGATION COMMITTEE POLICY PROPOSAL

- Thayer reviewed the background on the proposed Hazard Mitigation Committee policy, which is based on a similar document relating to the Development Review Board and Planning Commission. **Volz made a motion to adopt the Town of Plainfield Hazard Mitigation Committee Policy. The motion was approved.**

CONFLICT OF INTEREST POLICY UPDATE (REQUIRED BY 7/1/19)

- Thayer stated that the Select Board will have to review the conflict of interest policy and update it by 7/1/19. Thayer suggested including employees in addition to elected and appointed Town officials.

REVIEW OF UPCOMING APPOINTMENTS AND STATUTES RE: INCOMPATIBLE OFFICES

- Thayer reviewed the list of appointments to various boards and committees that the Select Board is scheduled to make at its 3/25/19 meeting, noting that she has contacted many of those who are slated to be appointed and reappointed.

AGENDA ITEMS FOR 3/25 MEETING: APPOINTMENTS; UPDATE ON LEMP DUE MAY

- Appointments
- The Local Emergency Management Plan
- A year-long plan of issues to focus on, including Farnham’s suggestion of working throughout the year with departments and committees regarding the budget process; dealing with possible upcoming retirements; big picture items, and looking at creating efficiencies to make processes easier and more efficient.

ADJOURN

- **Volz made a motion to adjourn at 8:40pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff