

**Town of Plainfield
Select Board Meeting
October 15, 2019
Approved Minutes**

PRESENT: Alexandra Thayer (Select Board Chair), James Volz (Select Board Member), Tammy Farnham (Select Board Member), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Bram Towbin (Road Commissioner), and Jamie Spector (Resident, Old Home Days Organizer).

Alexandra Thayer called the meeting to order at 7:01pm.

AGENDA

- Review Agenda
- Public Comment/Announcements
- Town Clerk's Report
 - Warrants
 - Procurement Policy Finalization, Rescission of 5/28/19 Purchasing Policy
- Road Commissioner's Report
 - GMP Right-of-Way Work Request for Permission
 - Curb Cut Authorization
 - Consideration of Changes to Curb Cut Authorization Form
- Scheduling First November Select Board Meeting (11/11 Is a Holiday) and Second December Select Board Meeting (12/23 is Second Monday)
- Consideration of Changes to Zoning Permit Application
- Old Home Days Report and Planning for 2020 - Jamie Spector
- Recreation Field Update and Grant Information
- Approval of 7/9/19, 9/9/19, and 9/23/19 Minutes
- Other Business
- Agenda Items for 10/28/19
- Executive Session Re: Matter that Could Result in Litigation
- Adjourn

REVIEW AGENDA

- Discussion regarding the Main Street/Route 2 intersection proposal and extending the rental hours of the Town Hall Opera House for an event on 11/23/19 were added to the agenda. Road Commissioner Bram Towbin requested that discussion regarding Class 4 roads be added to the Road Commissioner's portion of the meeting. **James Volz made a motion to approve the agenda as amended. The motion was approved.**

PUBLIC COMMENT/ANNOUNCEMENTS

- Tammy Farnham announced that Assistant Town Clerk/Treasurer has been with the Town for 25 years and that Town Clerk/Treasurer Linda Wells has been with the Town for 24 years. Thayer asked that the Select Board be thinking about acknowledging their service at the next Town Meeting.

- Thayer noted that 10/26/19 is National Prescription Drug Take-Back Day and provided details regarding participating locations.
- Road Commissioner Bram Towbin noted a featured article in last week's *Seven Days* about Plainfield resident Dan Caddy's work with veterans who are facing suicide.

TOWN CLERK'S REPORT

- WARRANTS

- PROCUREMENT POLICY FINALIZATION, RESCISSION OF 5/28/19 PURCHASING POLICY

- Town Clerk/Treasurer Linda Wells presented a financial management questionnaire that she completes each year regarding financial controls passed down by the State Auditor. Wells noted that there are a few policies that she is working on that will hopefully be in place by 7/1/20. After a brief discussion, **Volz made a motion to approve the financial management questionnaire completed by Wells. The motion was approved.**
- Wells noted that the first quarter of the fiscal year has been finished and presented an expense budget for Select Board review.
- Regarding the pending 12.4% insurance premium increase in Blue Cross/Blue Shield coverage for Town workers, Farnham asked if a meeting could be set up with someone with knowledge to explain the different options. Wells stated that the Vermont League of Cities and Towns (VLCT) no longer provides no-cost explanatory meetings as it once did regarding health insurance plan options, but VLCT is willing to answer questions by phone. A decision needs to be made by the Town by the beginning of November. Farnham suggested creating a regional group with surrounding towns that will make it worthwhile for VLCT to offer an explanatory meeting. Thayer stated she would contact VLCT. Wells noted that Blue Cross/Blue Shield's rate increase is 12.4% while MVP Healthcare's is 10.1%. Wells will send Thayer the contact information to follow up.
- Asking if the Select Board has yet considered what to do with the area on the second floor of the municipal building, Wells noted that the Plainfield Historical Society has expressed interest in both storing and displaying various artifacts from its collection. Discussion followed regarding the possibility of the Town Clerk's office, the Zoning Administrator, and the Planning Commission using the space. Wells requested that the Select Board let her know its thoughts so that she can get back to the Historical Society.
- Wells asked if a decision has yet been made regarding the costs associated with Central Vermont Community Television's (CVTV's) coverage of Select Board meetings. After some discussion regarding follow-up information that the Select Board had requested CVTV Executive Director Tony Campos to provide, Minutes Recorder Cindy Wyckoff noted that she had sent an email to Campos following his appearance at the 9/9/19 meeting outlining the needed information. Thayer requested that Wyckoff forward that email to the Select Board.
- **Farnham made a motion to approve warrants of 9/25/19, 9/27/19, 10/2/19, 10/4/19, 10/9/19, 10/11/19, and 10/18/19. The motion was approved.**
- **Volz made a motion to approve a request from Green Mountain Power to locate a pole, guides, and wires within the highway limits of Country Club Road. The motion was approved.**
- Thayer presented an access permit application from builder Dwayne Tucker on behalf of property owner Luke Pulio at 250 Lower Road. Discussion followed regarding Road Commission Towbin's concern with the curb cut seemingly being in the vicinity of a blind curve, the need to tie permit applications to Zoning, and Thayer's concern that the application was not signed by the property owner. Wells, whose property abuts Pulio's, confirmed that the curb cut was beyond the blind curve. To make what Road Foreman Mike Nolan wrote on the application more legible, Thayer rewrote the description to read: 225 feet sight distance west from Linda and Russ Wells' property

line. **Volz made a motion to approve the access permit application by Dwayne Tucker relating to work on 250 Lower Road owned by Luke Pulio. The motion was approved.**

- Thayer stated that the Purchasing policy that the Select Board had approved on 5/28/19 was incomplete. Thayer and Wells had made some minor rewording changes for clarity purposes, renamed it Procurement and Purchasing policy, and inserted the figure of \$3,000 to delineate major purchases. **Volz made a motion to rescind the 5/28/19 Purchasing policy and replace it with the 10/15/19 Procurement and Purchasing policy. The motion was approved.**

SCHEDULING FIRST NOVEMBER SELECT BOARD MEETING (11/11 IS A HOLIDAY) AND SECOND DECEMBER SELECT BOARD MEETING (12/23 IS SECOND MONDAY)

- Due to the scheduled 11/11/19 Select Board meeting falling on Veterans Day and the 12/23/19 meeting falling a few days before Christmas, **Farnham made a motion to cancel the 11/11/19 and 12/23/19 Select Board meetings because of the budget meetings that will be scheduled during that time. The motion was approved.**

ROAD COMMISSIONER'S REPORT

- GMP RIGHT-OF-WAY WORK REQUEST FOR PERMISSION

- CURB CUT AUTHORIZATION

- CONSIDERATION OF CHANGES TO CURB CUT AUTHORIZATION FORM

- Road Commissioner Bram Towbin requested that the Select Board write a letter to Green Mountain Power (GMP) asking for the removal of the utility pole on the sidewalk that goes up to the Park and Ride. The delay in removing it is due to the fact that other companies using the pole have not yet removed their equipment from it. Thayer will write a letter to GMP's Lauren Kelley asking that the pole be removed for safety reasons.
- Towbin also reported on the following:
 - The bus shelter has been installed on Route 2.
 - The Highway Department shed should be completed by today.
 - The new radar speed sign located on Brook Road has been vandalized with spray paint. Towbin is contacting the company that sold the unit to find out how to clean it.
 - Large pieces of furniture were dumped in the area between the Recreation Field and the Water Department and a clothes dryer was dumped in the cemetery. All this refuse was taken to the dump. Towbin noted the need to start managing these types of problems.
 - The Highway Department's one-year-old Mack truck, which is still under warranty, is having transmission problems.
 - Of the four Class 4 roads of concern—Robert Lane, a portion of Gonyeau Road, Maxfield Road, and Thompson Road—Road Foreman Mike Nolan estimates that stabilizing Robert Lane will cost approximately \$1,800, including labor, materials, and trucking. No major work is planned for Gonyeau Road going up to the Town Forest, and Nolan will come up with a dollar amount for Maxfield Road. Thompson Road, which goes between Upper and Middle Roads, was not actually thrown up (meaning abandoned by the Town due to disuse) back in the 1970s due to the paperwork not being done correctly. Thus it is technically still a Class 4 road. Towbin offered three choices that the Town has for Thompson Road: 1) create a Class 4 road; 2) throw it up; or 3) turn it into a legal trail. Noting that the best choice, according to Central Vermont Regional Planning Commission's Dan Currier, is to turn it into a legal trail, Towbin stated that to do so, a

public hearing needs to take place and that the Select Board needs to walk through the area. It was agreed that no decision needs to be made tonight.

CONSIDERATION OF CHANGES TO ZONING PERMIT APPLICATION

- Thayer noting that property owners should be required to sign both curb cut permit applications and zoning permit applications so that they are clear on what is being applied for in their names. Towbin restated that the curb cut process should be integrated into the general permit process. Farnham noted that she would like to take some time to consider making these changes before making any decisions. It was agreed that it would be included in the agenda for the 10/28/19 Select Board meeting.

OLD HOME DAYS REPORT AND PLANNING FOR 2020 - JAMIE SPECTOR

- Old Home Days Organizer Jamie Spector stated that an evaluation form is being circulated regarding the recent Old Home Days event. She reported on the events of that weekend, stating that it had gone very well, participation was up, and expenses came in well under budget. Spector offered some ideas for improvement for next year, including limiting participants in the parade to two vehicles, starting the parade at the Recreation Field and taking only one lap around the Village, possibly setting up a riser by the information kiosk with someone announcing parade participants, having more music, having more food that does not compete with the Fire Department's chicken dinner, and changing the setup of tables. Thayer praised Spector for her work in organizing the event. Farnham cautioned against making changes based on what happened this year, especially regarding the participation of businesses in the parade.

RECREATION FIELD UPDATE AND GRANT INFORMATION

- Jamie Spector stated that Recreation Committee members would like to nominate Travis Hodgkins to join the Recreation Committee. **Volz made a motion to appoint Travis Hodgkins to the Recreation Committee. The motion was approved.**
- Regarding the grant to build the shelter at the Recreation Field, Spector noted that it is almost completely built. With the \$780 left unspent from the grant, the Recreation Committee will be closing in the gable ends of the roof with wood. If there are any additional leftover funds, the Recreation Committee would like to purchase a toddler bucket seat for the swing set and upgrade the chains with coated ones. Changes to the uses of the unspent funds are permissible by contacting the funder with an explanation of how the additional monies will be used.
- The Recreation committee is planning a five-question survey over the winter for community input on what kind of equipment and uses people would like to see at the Recreation Field. The Recreation Committee is considering a new climbing structure for the five-to-eleven age group. Thayer and Farnham recommended including both older and younger community members in the survey.

OTHER BUSINESS

- Thayer noted that the Town Hall Opera House is being rented out to Jeff Thompson/Daydream Nation Productions for an event on 11/23/19 and proposed that the Select Board approve the request for the performance itself to go to 11:00pm and allow for cleanup afterward to go until midnight. A discussion followed regarding the issue of Town liability when alcohol is being served.

Volz made a motion to authorize Jeff Thompson/Daydream Nation Productions to perform and have the 11/23/19 event catered until 11:00pm with cleanup ending at midnight. The motion was approved with Farnham abstaining. With regard to Farnham's concern regarding the Town's potential liability, Thayer agreed to check on the issue with the Vermont League of Cities and Towns. **Volz made a motion to rescind the previous motion and replace it with a motion to authorize the 11/23/19 Jeff Thompson/Daydream Nation Productions event/catering to end at 11:00pm with cleanup afterward until midnight conditioned on the Town not being liable for any problems related to alcohol. The motion was approved.**

- Regarding the Main Street/Route 2 intersection proposal put forth by the Vermont Agency of Transportation (VAOT), the Select Board agreed that there were a lot of unanswered questions around complex issues, including the possibility of coordinating with other State agencies to secure additional funding for expenses not covered by VAOT's work, the loss of parking for businesses, and safety issues during construction. It was agreed that the Select Board needs to discuss this further before it meets with representatives from VAOT.

APPROVAL OF 7/9/19, 9/9/19, AND 9/23/19 MINUTES

- **Volz made a motion to approve the minutes from the 7/9/19, 9/9/19, and 9/23/19 Select Board meetings as written. The motion was approved.**

EXECUTIVE SESSION RE: MATTER THAT COULD RESULT IN LITIGATION

- It was agreed that the issue was in the process of being resolved and that the Select Board did not need to go into executive session.

ADJOURN

- **Farnham made a motion to adjourn at 9:15pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff