

**Town of Plainfield  
Select Board Meeting  
October 22, 2018  
Approved Minutes**

**PRESENT:** Alexandra Thayer (Select Board Member), Ross Sneyd (Select Board Chair), Tammy Farnham (Select Board Member), Linda Wells (Town Clerk/Treasurer), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Eric Blaisdell (Times Argus), Bram Towbin (Road Commissioner), and Kathleen Hayes (Constable).

**Ross Sneyd called the meeting to order at 7:03pm.**

**AGENDA**

- Call to Order
- Review Agenda; Public Comments/Announcements
- Town Clerk's Report/Warrants
- Road Report
- Discussion Regarding Main Street-Route 2 Intersection
- Recreation Field Lighting, Policies
- Emergency Management Director
- Other Business
- Minutes
- Adjourn

**REVIEW AGENDA**

- No changes were made to the agenda.

**PUBLIC COMMENTS/ANNOUNCEMENTS**

- Town Clerk/Treasurer Linda Wells announced the following:
  - The Water/Wastewater assessment is due on 10/26/18.
  - The general election will be held on 11/6/18 at the municipal building. Polls are open from 9am to 7pm.
  - After Alexandra Thayer volunteered to be a ballot counter after the polls close on 11/6/18, Wells invited anyone else interested in counting ballots to contact her.
  - School 1 taxes are due on 11/14/18.
- Sneyd announced that the shelter at the Recreation Field is coming along and thanked the volunteers involved in its construction.
- Sneyd noted vacancies on the Twinfield Union School Board, the Planning Commission, the Development Review Board, the Conservation Commission, and for the Emergency Management Director position.
- Thayer thanked Sneyd for the letter he sent out related to delinquent taxes.
- Thayer cautioned residents to be aware of the number of deer that are out this time of year.

## TOWN CLERK'S REPORT/WARRANTS

- Wells asked if any thought had yet been given to scheduling budget meetings. Discussion followed regarding which departments/boards/committees need to be met with and possible dates for those meetings. Sneyd will send out an email with suggestions for dates. Wells noted that next year's increase in health care costs for Town employees will be 3%.
- Tammy Farnham asked Wells if she had contacted the Town of Marshfield regarding its lower costs for maintaining roads so as to determine what Marshfield might be doing differently. Wells will contact the Marshfield Town Clerk.
- Wells presented a bid contract in the amount of \$7,800 between the Town of Plainfield and Kevin Hudson for this season's sidewalk snow removal. The contract specified the cost of \$300 per time per storm; an additional charge of \$100 per hour for hauling away snow if the Town does not remove it; and, in the case of a major storm, plowing will be charged by the hour at \$100 per hour. **Sneyd made a motion to approve the bid from Kevin Hudson for sidewalk snow removal.** Discussion followed regarding reasons why there were no additional bids for the work and the requirement of vendors to have Workers Compensation insurance. Thayer proposed putting out a request for sidewalk snow removal bids next year and also stating to the State Legislature that the additional insurance requirements it has imposed is preventing many smaller enterprises from bidding on work for municipalities. Farnham suggesting putting all the work that the Town contracts for out to bid at one time to determine who might be interested. **The motion was approved.**
- Wells presented the agreement with Brook Field Service for the one-year service maintenance program for the generator at the Town Hall Opera House. Discussion followed regarding the correct sizing of the generator and issuing a request to the company for a recommendation for the proper sizing for the space. **Sneyd made a motion to approve the preventive maintenance agreement with Brook Field Service for annual service of the generator at the Town Hall Opera House for \$442. The motion was approved.** It was determined that the agreement the Select Board had just approved was for the Water Department's generator, not the one at the Town Hall Opera House. Wells went to find the correct agreement for the Town Hall Opera House.
- **Sneyd made a motion to approve warrants of 10/6/18, 10/12/18, and 10/19/18. The motion was approved.**

## ROAD REPORT

- Road Commissioner Bram Towbin's report included the following:
  - The filling of cracks in roads has been completed.
  - Both Towbin and Road Foreman Mike Nolan would like to get the culvert work on Brook Road done before the winter, but are having a difficult time finding contractors. The problem with the culvert is not the culvert per se, but rather the erosion that is occurring on the river bank.
  - The new portable radar traffic sign has been set up on Brook Road.
  - The Road Crew has been grading roads, digging out culverts, and sanding icy roads for school bus safety.
  - A request will be made in the coming year's Highway Department budget to cover repaving Towne Avenue and Martin Meadow, which Towbin and Nolan will be discussing with Wells in the near future. Towbin also advised that the Town should get into a regular habit of filling in cracks to preserve the existing roads.

## DISCUSSION REGARDING MAIN STREET-ROUTE 2 INTERSECTION

- Sneyd and Towbin reviewed the status of both the dangerous intersection at Main Street and US Route 2 and the Pedestrian Sidewalk project that will extend the sidewalk from the Lower Village up to a new crosswalk traversing Route 2 in front of the Town Hall Opera House. Sneyd reported that he has reached out to VTRANS, which responded that there is no plan in place as yet to deal with the Main Street/Route 2 intersection. Towbin noted that work on both projects will line up with the existing parking lot and plans for parking on the former Gallison property across from the Town Hall Opera House. Towbin added that the work that the Town is doing in that area will result in VTRANS taking the problem with the intersection more seriously. Major obstacles in remediating the intersection involve changing the grading of the road and right-of-way issues. There is currently no timeline for the intersection project, but the Pedestrian Sidewalk project is expected to be completed in the summer of 2019.

## RECREATION FIELD LIGHTING, POLICIES

- No members of the Recreation Committee were present. Constable Kathleen Hayes presented her view that the actual hours of operation at the Recreation Field should be a matter of policy, preferably that it be closed at dusk, which can then be adjusted as need be. Hayes would also like to see “no loitering” signs in the parking lot. Discussion followed regarding the need to have the Recreation Committee weigh in on the hours of operation before moving forward on a policy. Farnham noted that the Recreation Committee is trying to increase usage at the Recreation Field, which might result in driving away some of the illicit activity that has been witnessed there. It was decided to continue discussion on the issue at the 11/26/18 Select Board meeting. Sneyd will again reach out to the Recreation Committee to attend the 11/26/18 meeting.

## TOWN CLERK’S REPORT (CONT’D)

- Town Clerk/Treasurer Linda Wells presented the preventive maintenance service agreement with Brook Field Service for the Town Hall Opera House. **Sneyd made a motion to rescind the Select Board vote from earlier in the meeting regarding the Brook Field Service agreement. The motion was approved.** Immediately following, **Sneyd made a motion to approve the preventive maintenance agreement with Brook Field Service for annual service of the generator at the Town Hall Opera House for \$284. The motion was approved.**

## EMERGENCY MANAGEMENT DIRECTOR

- In reviewing Thayer’s redraft of the job description for the Emergency Management Director position, Sneyd noted that everything listed was important to include, however, it seemed like a lot of work for a volunteer position. Discussion followed on how specific the job description needs to be, which areas in the description might be eliminated or combined, and the need to maintain the breakdown between skills and responsibilities. It was decided that Thayer will come up with an abbreviated version for advertising the position, which will be reviewed at the 11/12/18 Select Board meeting, with the longer version serving as a full job description available to anyone interested in more detail.

## OTHER BUSINESS

- Items to be added to the next meeting’s agenda are review of both the draft job announcement and job description for the Emergency Management Director position; consideration of the use of the Town-owned parcel of land behind the School Street Apartments; and a report from the Town Fair.

- Sneyd noted that he will not be present at the 11/12/18 Select Board meeting.

#### **MINUTES**

- **Thayer made a motion to approve the draft minutes from the 10/8/18 regular Select Board meeting as written. The motion was approved.**

#### **ADJOURN**

- **Sneyd made a motion to adjourn at 8:37pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff