

**Town of Plainfield Select Board Meeting
February 6, 2023
Approved Minutes**

Agenda:

Changes to Agenda

Announcements

Town Meeting date, time, and location

Town Officer voting date, time, and location

Public Comment

Town Clerk/Town Treasurer Report, Robin Miller

Town Meeting information and planning

Date and time of second February Select Board Meeting (2/20/23 is Presidents' Day)

Scheduling Special Select Board meeting for administrative assistant interviews

Fleet Permits

Approval of Warrants

Update on payments made for Pedestrian Bridge/Main Street bridge repair project, anticipated reimbursements, expected future costs, source of funds and Town match (including from \$350,000 VTrans grant)

Approval of Personnel Policy Update

Approval of Minutes

Water/Wastewater Department

Water Protection Area, including authorization for purchase closing

ARPA Funds report discussion and possible decisions

Town Hall/Opera House, Keith Swann

Keypad entry lock for Opera House

Consideration of AED at Town Hall/Opera House for rapid response to heart failure collapse

Other Business

Upcoming Select Board Meeting Agenda Items for February 20, 2023 or February 22, 2023

Report from Road Foreman

Cross Trail Vermont Association (CVTA), Greg Western, CVTA Executive Director

Information kiosk for Rec Field

Possible CVTA-Plainfield partnership re use of rail bed for trail

Intro to new Washington County Sheriff Mark Poulin

Adjourn

Present: Select Board members Jim Volz (chair), Sasha Thayer, and Riley Carlson. Also present were Robin Miller (Town Clerk/Treasurer), Michael Monte, Keith Swann (Friends of the Town Hall/Opera House), Angela Ogle (Cutler Memorial Library), and Eric Blaisdell (Times Argus).

Chairman Volz called the meeting to order at 6 pm.

Changes to Agenda:

Volz stated the need for discussion about a request from the Recreation Committee to be on a future agenda. Volz also stated he'd had a request from Will Colgan, Chair of the Plainfield Planning Commission, asking to be added to an upcoming agenda to discuss expanding the Village Center Designation and timing of the hearing on the proposed amendments to the Zoning Ordinance from the Planning Commission.

Miller stated the need to remove some items from the agenda and the Board agreed items will be skipped as needed throughout meeting.

Announcements:

Thayer stated that new sheriff, Marc Poulin, is interested in attending the next Select Board meeting. She shared that Poulin said law enforcement is short staffed. Thayer stated if anyone has interest in becoming a deputy sheriff they should contact the Washington County Sheriff's Department.

Volz shared that Town Meeting is March 7, 2023 at 10 am at the Town Hall Opera House with voting that day from 9 am–7 pm, also at the Town Hall Opera House. Thayer said people can request an absentee ballot or arrange to go to Town Office to vote early.

Public Comment:

There was no request for public comment.

Town Clerk Report:

Miller shared that taxes are due Wednesday, February 8, 2023 by 4 pm or postmarked by then.

The Town Report is almost fully submitted to the printer, Miller has one more batch to send after auditor Lorraine Cappetta looks at it.

Town Meeting planning: Miller stated that Mary Neibling asked for a table to sell pies as she has in the past. Thayer suggested Miller will likely also hear from Cutler Library and the Fire Department regarding participation in Town Meeting day. Thayer and Miller discussed whether a meeting with the Board of Civil Authority is necessary to plan for voting day volunteers.

The next regularly scheduled Select Board meeting is on February 20, 2023, the Presidents' Day holiday. **Thayer moved to change date and time of the next Select Board meeting to Wednesday, February 22, 2023 at 6 pm. The motion passed unanimously.**

Miller shared that she has two candidates that she would like the Select Board to interview for the Town Administrative Assistant position. Volz proposed that the Select Board interview Miller's preference for hire. Thayer suggested that interview will be done over Zoom. Miller would like the Administrative Assistant to start as soon as possible. Thayer suggested the interview be held Thursday, February 9, 2023 at 1:30 pm and that Miller should also be in

attendance. Thayer volunteered to follow up with references from the applicant. Select Board members will first meet to discuss and agree to the format of the interview. Miller will set up the interview as a Zoom call.

Fleet permits: Will be added to the agenda for the special Select Board meeting on Thursday, February 9th. Miller will request a list of requested permits be emailed by Assistant Town Clerk Carol Smith to the Select Board.

Approval of Warrants: Miller presented payroll warrants for December 3, 15, 17, 21 and 29, 2022 and January 5, 12, 19 and 25, 2023 for approval. **Volz moved to approve these payroll warrants and the motion passed unanimously.** Miller presented accounts payable warrants for December 28, 2022, January 5 and 20, 2023 for approval. **Carlson moved to approve these accounts payable warrants and the motion passed unanimously.**

Update on payments made for Pedestrian Bridge: Miller stated that she is not prepared to discuss this issue at this meeting. Thayer requested a report on this from Miller for the next Select Board meeting. She expressed concern that this has been on the agenda since November 2022 and the Select Board hasn't had any information about the bridge budget since then. Thayer stated her discomfort with any bills being paid without the Select Board knowing what the bills are, what they're for, and the amount. Thayer stated her belief that this report is a high priority. Volz inquired about outstanding bills for the bridge work/Pedestrian Bridge work. Miller stated there are unpaid VHB (contractor) bills for services provided through January 21, 2023. Thayer noted that the Select Board needs to approve payment of all bills, that the Town Treasurer will then cut the checks, copies of which are then sent to Ross Gouin at VTrans with a request for reimbursement of the State's share. Thayer agreed to assist in gathering needed information prior to the next Select Board meeting.

Approval of Personnel Policy update: Volz moved to approve personnel policy updates. The motion passed unanimously.

Approval of minutes: There were no minutes prepared to approve.

Water/Wastewater Department:

Attorney Michael Monte stated the Select Board needs to appoint a person to sign paperwork at the closing on February 16, 2023. The settlement statement will need to be approved and signed on behalf of the Town. **Thayer moved that Volz attend the closing on February 16, 2023 to execute documents for conclusion of the purchase of the Water/Wastewater protection area. The motion passed unanimously.**

Thayer mentioned that George Cushing, of the American Rescue Plan Act (ARPA) Advisory Committee, agreed that funds for this purchase could be allocated from ARPA monies. Monte stated the total is \$17,711.95, which includes his fees. **Thayer moved that the Select Board approve the allocation of \$17,711.95 of ARPA money for some costs associated with the purchase of the property for the Water/Wastewater Department. The motion passed unanimously.** Thayer stated that the Town Clerk is approved to cut that check.

Town Hall/Opera House:

Thayer shared that she had done some research on getting an Automated External Defibrillator (AED) machine for the Town Hall Opera House and proposed the Select Board consider approving the purchase of such a machine. She wants to check with the Health Department and Emergency Management to see if there are funds available to help with this purchase. Volz suggested checking with Greg Light of Plainfield Fire Department and Thayer stated she planned to do so. She will do further research on the matter to bring to a future Select Board meeting.

Keith Swann (Friends of the Town Hall Opera House) joined the meeting to answer questions about the Friends of the Town Hall Opera House recommendation for installation of keypad entry for Town Hall Opera House. Swann stated that this would cost \$646.21 which he requested the Town pay for. Carlson noted that this figure includes a 3-year extended protection plan at \$100 and an annual support agreement for \$175. Carlson questioned whether these add-ons are optional or required. Swann clarified that Stephen Light doesn't think the 3-year protection plan is necessary and he hadn't mentioned support agreements. Swann stated the keypad could be installed by the Friends of the Town Hall Opera House so there will be no installation fee. Thayer asked Swann to provide more information about the need for the keypad entry and Swann explained that currently there are a couple sets of keys that are commercial grade and not easily made and stated that these are often lost. Swann said that keys are held by himself, Dave Strong, and the Town. He explained that someone is required to go and meet the renter to give the key. The keypad would allow assignment of a keypad PIN so there would be no need for the key nor getting replacement keys made and that this would save a lot of effort. Volz asked about the security of using of key code, Swann reassured the Select Board that the code is consistent for the Town, but is time-limited for individual renters. Thayer pointed out that Select Board members and Emergency Management could each have a code and this gives more control. Volz questioned whether the cost of installation could be covered by the Town budget. Swann suggested that the cost could possibly be covered by the maintenance budget for the Town Hall.

Volz reviewed this year's maintenance budget approved by the Select Board and stated that possibly the cost could be covered from there. **Thayer moved to authorize purchase of keypad and noted that purchases made by the Town are not taxable. The motion passed unanimously.**

ARPA (American Rescue Plan Act) Funds report discussion and possible decisions

ARPA Funds Advisory Committee member George Cushing is unable to be present at tonight's Select Board meeting and requested that this be taken up at a later meeting. The Board agreed to do so at the February 22, 2023 Select Board meeting and to allocate 30 minutes to the discussion of this topic.

Angela Ogle, Cutler Memorial Library librarian, asked if the ARPA committee had submitted recommendations to the Select Board, if they've been posted publicly, and what the ARPA committee recommended for the Cutler Memorial Library. Carlson shared the ARPA Funds Advisory Committee recommended \$12,500 out of the requested \$25,000 by the library for roof

and chimney repair, \$2,000 out of the requested \$2,000 for lead encapsulation, and none for oil tank replacement. Ogle asked about the option of providing a petition to the Select Board for a show of public support for the project and was advised that the Library is free to take this approach. Volz noted the Select Board has received a lot of requests for these funds.

Eric Blaisdell requested a copy of the ARPA report. Thayer will email that to Blaisdell and Ogle.

Agenda Items for the February 22, 2023 Select Board Meeting:

Jamie Spector of the Recreation Committee.

Discussion of Will Colgan's request re expanding the Village Center Designation.

AED machine for Town Hall Opera House - Sasha Thayer

Report on finances related to Pedestrian Bridge project and the Main St. Bridge repair

The Select Board will coordinate by email to determine timing for scheduling the public hearing on the proposed Zoning Ordinance changes.

Thayer noted that the Select Board has changed its regular meeting days to the 1st and 3rd Mondays of each month at 6 pm, although next the meeting will be held Wednesday, February 22, 2023 because of the Presidents' Day holiday.

Adjourn

Carlson moved to adjourn at 7:20 pm and the motion passed unanimously.

Minutes prepared by Kristin Brosky.