

**Town of Plainfield Special Select Board Meeting,
February 22, 2023 by Zoom
Approved Minutes**

Agenda:

Changes to Agenda

Announcements

Town Meeting and Town Officer voting date, times, and location

Public Comment

Town Clerk/Town Treasurer Report, Robin Miller

Town Meeting update

New Administrative Assistant introduction and update

Fleet Permit approvals

Approval of Warrants

Approval of draft minutes including November 1, 2022, January 11 and 17, 2023, and February, 10, 2023

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)

How to handle payments for purchases from vendors who don't typically take checks, such as vendor for keypad lock, and recurring expenses such as Zoom, payment for web hosting, payment for website registration, and others

Road Foreman Report, Michael Bingham

Including road conditions on Middle Rd.

Planning Commission, Will Colgan

Resolution or authorization of new Village Center Designation application

Set date and time for public hearing on proposed Zoning Ordinance changes

Town Hall Opera House

Update re keypad entry, Keith Swann

Update re installation of Automated External Defibrillator (AED), Sasha Thayer

Meeting new Washington County Sheriff Marc Poulin

Cross Vermont Trail Association (CVTA) and Plainfield Recreation Committee, Greg Western and Jamie Spector

CVTA proposal to put a trail information sign board/kiosk at the Recreation Field

Possible CVTA-Plainfield partnership re use old rail bed east of the Park & Ride for trail

American Rescue Plan Act (ARPA) Funds

Review of funds received and already allocated

ARPA Funds Advisory Committee report, George Cushing

Requests to deviate from ARPA Funds Advisory Committee

Recommendations, including Cutler Memorial Library

Decisions and/or further action re Plainfield's ARPA funds

Other Business

Upcoming Select Board Meeting Agenda Items

March 6, 2023

March 20, 2023

Organizational Meeting

Election of Chair and possibly Vice-Chair

Approval of Rules of Procedure

Report from Road Foreman

Committee, Board, and Commission appointments

Adjourn

Present: Select Board members Jim Volz (Select Board Chair), Riley Carlson, and Sasha Thayer. Also present were Robin Miller (Town Clerk/Treasurer), Kristin Brosky (Town Administrative Assistant), George Cushing (ARPA Funds Advisory Committee), Angela Ogle (Cutler Memorial Library librarian), Michael Bingham (Road Foreman), Jamie Spector (Recreation Committee), Keith Swann (Friends of the Town Hall Opera House), and community members Rob Bridges, Erica DeCosta, Bob and Kathy Fancher, Genese Grill, Ann Van Couvering, Grace Worcester, and Betsy Zeigler,. Also present were Eric Blaisdell (Times Argus) and Greg Western (Executive Director of CVTA).

Jim Volz called the meeting to order at 6:05 pm.

Changes to Agenda:

Update on payments made for the Pedestrian Bridge/Main St. bridge repair project, anticipated reimbursements, expected future costs, source of funds and Town match (including from \$350,000 VTrans grant) will be moved to March 6, 2023 Select Board meeting.

Announcements:

Town Meeting and Town Officer voting date, times, and location – Town Meeting will be held Tuesday, March 7, 2023 at 10 am at the Plainfield Town Hall Opera House with voting open 9 am – 7 pm. Contact Town Clerk Robin Miller for absentee ballots or to arrange to vote early at the Town Office.

Public Comment:

Public comment was offered later in the meeting under **ARPA Funds**.

Town Clerk/Town Treasurer Report, Robin Miller:

Town Meeting update – Miller shared that the Fire Department will not be offering food for sale this year at Town Meeting. The Town Report should be mailed out on Monday, February 27, 2023. The report will also be posted to the Town website on the home page and elections page. Extra copies of the School Report are available at the Town Office and will be available at Town Meeting. Thayer offered a reminder that the school budget will be voted on at Town Meeting and that there is an informational meeting being held Tuesday, February 28, 2023. Further information about this meeting is available on the Town website. Keith Swann indicated that he will be video recording Town Meeting on March 7, 2023 and airing it on public access.

New Administrative Assistant introduction and update – Miller and Volz welcomed Kristin Brosky, newly hired Town Administrative Assistant.

Fleet Permit approvals - **Thayer moved for approval of fleet permits for Bethel Mills of Bethel, Vermont, Champlain Construction of Middlebury, Vermont, and Hillcrest Trucking of Saratoga Springs, NY. The motion was approved unanimously.**

Approval of Warrants – **Volz moved to approve Payroll Warrants for January 31, 2023 and February 7 and 16, 2023. The motion was approved unanimously. Carlson moved to approve Accounts Payable Warrant for February 10, 2023. Volz and Carlson voted aye, Thayer voted nay, and the motion passed.**

Approval of draft minutes including November 1, 2022, January 11 and 17, 2023, and February, 10, 2023 – **Carlson moved to approve draft minutes for the November 1, 2022, January 11 and 17, 2023, and February, 10, 2023 Select Board meetings. The motion passed unanimously.**

How to handle payments for purchases from vendors who don't typically take checks, such as vendor for keypad lock, and recurring expenses such as Zoom, payment for web hosting, payment for website registration, and others – Miller suggested the Town should have a credit card for purchases in which paying by check is not an option. Thayer expressed concern about possible credit card misuse/unauthorized charges. Miller pointed out that the Water and Wastewater Departments both have a credit card. She offered to further discuss with Assistant Town Clerk Carol Smith how this is handled and suggested a credit card sign-out procedure to track who is using the card, the vendor, and the amount. Volz suggested Miller bring further research about credit card procedures and management to a future meeting. Miller agreed. Miller added that the keypad for the Town Hall Opera House has not yet been ordered due to lack of a credit card to pay for the purchase. Thayer added that she has been using her personal credit card with reimbursement for Town purchases.

Road Foreman Report, Michael Bingham:

Including road conditions on Middle Rd. – Bingham shared that a grant is available which could help pay for road repairs, citing possible use in addressing road conditions in front of Rob Bridges' house on Middle Rd. or for repair of Bridge 22. He stated his assessment that the Bridge 22 is a higher priority than the Middle Rd project. Miller will apply for the grant. Rob Bridges complimented the road crew on their recent grading of Middle Rd. in front of his house without adding more gravel. Thayer suggested Bridges research further funding options that may be available to help the Town pay for needed repairs to the road in front of his house.

Bingham inquired about requesting an overweight permit from the Town of Orange for the Plainfield road crew to haul sand through Orange in the summer of 2023. He stated he'll contact the Orange Town Office and report back to the Select Board with further details.

Planning Commission, Will Colgan: (Planning Commission Chair Will Colgan was unable to attend tonight's meeting)

Resolution or authorization of new Village Center Designation application – **Carlson moved to authorize the new Village Center Designation application that expands the existing boundaries to include four additional properties on Creamery Street. The motion passed unanimously.**

Set date and time for public hearing on proposed zoning ordinance changes - The Select Board set a tentative date for the required public hearing on proposed amendments to Plainfield's Zoning Ordinance of April 3, 2023 at 7 pm, the date of the first monthly Select Board meeting, at the Town Hall Opera House. The meeting will start at the regular 6 pm time and have the public hearing on the zoning ordinance changes at 7 pm.

Town Hall Opera House:

Update re keypad entry, Keith Swann – Swann clarified that the Town will order the keypad and the Friends of the Town Hall Opera House will arrange installation.

Update re installation of Automated External Defibrillator (AED), Sasha Thayer – Thayer stated she spoke with Fire Chief Greg Light and Jonathan Matthew of the Fast Squad who agree an AED at the Town Hall is a good idea. Thayer will provide a further update at the next Select Board meeting.

Meeting new Washington County Sheriff, Marc Poulin: (Sheriff Poulin was unable to attend the meeting tonight.)

This agenda item was moved to the March 6, 2023 Select Board meeting at 7:20 pm.

Cross Vermont Trail Association (CVTA) and Plainfield Recreation Committee, Greg Western and Jamie Spector:

CVTA proposal to put a trail information sign board/kiosk at the Recreation Field – Western proposed a walking trails informational sign be installed near the eastern entrance to the Recreation Field parking lot, he shared that CVTA plans a loop trail on land CVTA has recently purchased on Recreation Field Rd. Jamie Spector shared that the Recreation Committee is in favor of this signage, stating it highlights exercise opportunities in our town, and requested that the Select Board vote to approve CVTA to place an informational sign board on Town property in collaboration with the Recreation Committee. **Carlson moved to approve the CVTA request to place an informational trail sign/kiosk in collaboration with the Recreation Committee to find appropriate placement. The motion passed unanimously.**

Possible CVTA-Plainfield partnership re use old rail bed east of the Park & Ride for trail – Western proposed that Plainfield partner with CVTA to make the rail bed from the village Park and Ride to John Fowler Rd. a part of the Cross Vermont Trail network. Western will email the Select Board his proposal and questions on the matter. Betsy Zeigler thanked Western and CVTA for their work and shared her view that the proposed trail would greatly benefit the local community and economy.

American Rescue Plan Act (ARPA) Funds:

Review of funds received and already allocated – not discussed.

ARPA Funds Advisory Committee Report, George Cushing - Cushing shared that the Advisory Committee feels it's unfair to others that made ARPA fund requests to fully fund the Cutler Library request, he shared his belief that there will be more ARPA funds, and shared his concern that bridges should be funded.

Requests to deviate from ARPA Funds Advisory Committee recommendations, including Cutler Memorial Library – Select Board members acknowledged overwhelming community support voiced via email in favor of fully funding the Cutler Memorial Library request for ARPA funds. Volz proposed opening the floor to public comment, Thayer and Carlson agreed.

Grace Worcester shared that the Cutler Library building was recently inspected with multiple safety issues identified. Angela Ogle stated that the library provides for 36% of its own budget outside of grants, stated that the library is also applying for grants to establish a building maintenance schedule going forward, and clarified that Cutler Memorial Library is asking for \$30,300 in ARPA funds. Jamie Spector spoke in support of the library as a community asset and asked that the Select Board consider fully funding the library's ARPA request to address deferred maintenance issues. Volz shared his belief that the library helps make the town vibrant. Thayer elaborated on the many benefits of having the library in our community and also commended the ARPA Funds Advisory Committee on their work. **Carlson moved that \$30,300 of ARPA funds be allocated to Cutler Memorial Library. The motion passed unanimously.**

Decisions and/or further action re Plainfield's ARPA funds - Bob Fancher reported that Plainfield attorney Richie Rubin has volunteered to provide the legal work needed at no cost, so the Community Trust request for ARPA funds is reduced from \$5,750 to \$3,000. **Thayer moved to authorize the allocation of \$3,000 of ARPA funds for the Community Trust. The motion passed unanimously.**

Other Business: None.

Upcoming Select Board Meeting Agenda Items:

March 6, 2023

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

Town Hall Opera House update re installation of Automatic Electronic Defibrillator (AED), Sasha Thayer

7:20 pm meeting new Washington County Sheriff Marc Poulin

March 20, 2023

Update re Town credit card, Robin Miller

Decisions and/or further action re Plainfield's ARPA funds, specifically Recreation Committee request

Organizational Meeting

Election of Chair and possibly Vice Chair

Approval of Rules of Procedure

Report from Road Foreman, Mike Bingham

Committee, Board, and Commission appointments

Adjourn: Carlson moved to Adjourn at 7:41 pm and the motion carried unanimously.

Minutes respectfully submitted by Kristin Brosky, Town Administrative Assistant