

Town of Plainfield Selectboard Meeting
June 5, 2023
Plainfield Municipal Building, 149 Main St, 2nd Floor and via Zoom
Minutes - Approved

Agenda:

- Changes to Agenda
- Announcements
- Public Comment
- Town Clerk's Report (Robin Miller)
 - New Mack Truck
 - Town Credit Card
 - Town Employee Health Reimbursement Account (HRA)
 - Town Maintenance position
- Changing two of the municipal parking spots (Plainfield Co-op)
- Set Date for Old Home Days
- CVTA: railbed east from Park and Ride (Greg Western)
- Upgrade Weebly account for .gov domain (Bob Fancher)
- Contract renewal for the Townhall management services (Keith Swann/Karl Bissex)
- Rec and Public Arts Committee Items (Jamie Spector)
 - estimate for cost of trash removal contract with Casella for Rec Field
 - Appoint Jake McBride to the Recreation Committee
- Recommend/Appoint Jodi Vilardi as Town Health Officer
- Rubbish at 1246 Brook Rd (George Cushing)
- Emergency Management Items (Michael Billingsley)
 - Emergency Management Update/Near-Term Goals
 - Discuss ARPA request for emergency generator
- Marshfield Dam Safety (Bram Towbin)
- Approve warrants; draft minutes; fuel assistance fund recommendation
- Discuss Utility Relocation Agreement Clarifications
- Executive Session regarding evaluation of a public officer or employee pursuant 1 V.S.A. § 313(a)(3)
- Return from Executive Session/Decisions (if any) in public
- Adjourn

Present: Selectboard members Riley Carlson (Chair), Bram Towbin, and Jim Volz. Also present were Robin Miller (Town Clerk/Treasurer), Cat Klarich (Plainfield Co-op), Greg Western (CVTA), Bob Fancher (Web Administrator), Keith Swann (Plainfield Arts), Karl Bissex

(Plainfield Arts), Michael Billingsley (Emergency Management Director), and Eric Blaisdell (Times Argus).

Chair Carlson called the meeting to order at 6:00 pm.

Changes to Agenda:

Carlson suggested the following changes:

- Add approval of a Fuel Assistance Fund Committee recommendation
- Discuss Maintenance position
- Discuss Utility Relocation Agreement clarifications
- Swap the order of the two Emergency Management items
- Remove the spigot estimate update from the Rec/Public Arts Committee items

There were no objections, so the agenda was changed.

Announcements:

Towbin noted that Plainfielder, long-time road crew member, and former Road Foreman Allan Farnham had passed away. The Selectboard recognized Farnham's many years of exemplary service to the town.

Public Comment:

There was no public comment.

Town Clerk/Town Treasurer Report (Robin Miller):

New Mack Truck

Robin Miller explained that the new Mack truck and associated equipment has a total cost of \$239,014.22, which can be financed through a Highway Equipment Note from Community Bank. Miller provided the proposal from Community Bank. Miller also requested that Michael Bingham, Road Foreman, be authorized to sign the necessary documents at the dealership in Williston so that Miller won't have to travel there. **Towbin moved to go ahead with financing the purchase of the new Mack Truck as proposed with Community Bank and also to**

authorize Michael Bingham to sign needed documents for the closing at the dealership. The motion carried.

Town Credit Card

Miller reported that progress had been made on getting a Town Credit Card, and she had been added as an authorized user. Selectboard members noted that they would like to have the monthly statements to review alongside the Accounts Payable warrants, and Miller agreed that was a good idea.

Town Employee Health Reimbursement Account (HRA)

A town employee had expressed concern that any money left over at the end of the year in an HRA goes back to the town, and that it would be their preference that some of the money be allowed to roll over. The Selectboard requested that Miller look into what options there are with the HRA and if the change would have any budgetary implications and report back at a future meeting.

Town Maintenance Position

Miller and the Selectboard discussed whether the Town Maintenance position would be a Town Employee covered by the Town's liability insurance, or if it would be a contract position where the Maintenance Person would have to purchase their own insurance. Towbin noted that he would like clarification as he has someone interested in the position. The Selectboard agreed that the decision didn't need to be made now, but Towbin could go ahead with talking with the interested person, and perhaps the cost of insurance could be reflected in the hourly wage.

Changing two of the municipal parking spots:

Cat Klarich of the Plainfield Co-op was in attendance. An agreement was reached that the two Municipal Building parking spots along the cemetery fence that are nearest to the Co-op will be converted to shared short-term parking spots. Klarich said that Co-op will pay for the new signs for the shared short-term parking spots. Towbin will coordinate with Klarich via email to determine the exact language and to get the signs ordered. Miller noted that new signs are also

needed for the reserved Town Clerk and Assistant Town Clerk parking places, which will be moved from their current location along the cemetery fence to beside the Firehouse.

Set Date for Old Home Days:

Carlson noted that Old Home Days is traditionally held on the Saturday after Labor Day, which this year will be September 9. The Selectboard agreed that, barring anyone giving a compelling reason to do otherwise, **Old Home Days will be held on September 9 this year.**

CVTA: Rail bed east from Park and Ride (Greg Western):

Greg Western of Cross Vermont Trail Association (CVTA) explained the organization's goal of preserving the historical railroad bed as a public trail. Western shared that they would like to take steps towards this goal for the portion of the railroad bed owned by the Town of Plainfield. In the short term CVTA just wishes for written permission to do trail maintenance activities on the land, and in the long term CVTA would like a formal agreement preserving the trail.

For the short-term goal, Western provided the Selectboard with a 'Landowner Permission' form.

Towbin moved to approve the Landowner Permission form to allow CVTA to maintain the railroad bed as a trail open to the public. The motion carried.

For the long-term goal, Carlson advised Western to provide a draft agreement to the Selectboard for review and consultation with the Town Attorney.

Upgrade Weebly Account for .gov Domain (Bob Fancher):

Bob Fancher, the Town Website Administrator, explained that in order to use the recently acquired .gov domain, the Town would have to upgrade to the paid version of Weebly, at a cost of \$144 per year. This upgrade would also give more features and better support.

Carlson moved to upgrade the Town Weebly Account to a paid tier at a cost of \$144 per year. The motion carried.

Contract Renewal for the Townhall management services (Keith Swann/Karl Bissex):

Keith Swann and Karl Bissex, both of Plainfield Arts, presented the proposed contract for the coming year for Plainfield Arts to provide management services for the Town Hall/Opera House at a cost of \$5,000, consistent with the budget approved at Town Meeting. They shared that

bookings are up and there are plans for many events around town. **Towbin moved to approve the contract for management services for the coming year. The motion carried.**

Rec and Public Arts Committee Items (Jamie Spector):

Jamie Spector was not in attendance, but the board still considered the recommendation that Jake McBride be appointed to the Recreation and Public Arts Committee. **Towbin moved to appoint Jake McBride to the Recreation and Public Arts Committee. The motion carried.**

Recommend/Appoint Jodi Vilardi as Town Health Officer:

Towbin moved to appoint Jodi Vilardi as Town Health Officer. The motion carried.

Rubbish at 1246 Brook Road (George Cushing):

The Selectboard noted that George Cushing was not in attendance.

At this point the meeting was running ahead of schedule, and agenda items were shuffled around since people with agenda items were not yet in attendance.

Approve warrants; draft minutes; fuel assistance fund recommendation:

Volz moved to approve Accounts Payable Warrants dated 5/16 and 6/1. The motion carried.

Towbin moved to approve Payroll Warrants dated 5/17, 5/24, and 5/31. The motion carried.

Volz moved to approve Draft Minutes dated 10/14/22, 10/18/22, and 11/29/22. The motion carried 2-0, with Towbin abstaining.

Volz moved to approve Draft Minutes dated 5/15/23 and 5/19/23. The motion carried.

Carlson moved that \$500 be released from the Fuel Assistance Fund consistent with the recommendation from the members of the Fuel Assistance Fund Committee. The motion carried.

Marshfield Dam Safety (Bram Towbin):

Bram Towbin and Michael Billingsley shared a history of concerns with the Marshfield #6 Dam and what has been done about it. Towbin proposed that a letter be drafted to Green Mountain Power asking them to notify property owners who would be impacted were a breach of the dam to occur, and that those property owners also be sent a copy of the relevant emergency plan and safety report. The other members of the Selectboard requested time to review the draft letter and documents. The Selectboard will take this up at a future meeting.

Emergency Management Items (Michael Billingsley)

Emergency Management Director Michael Billingsley informed the Selectboard of the outreach and planning work he had been doing. Billingsley filled in three priorities for Emergency Management: Establishing an Emergency Operation Center; Reforming the Hazard Mitigation Committee; and working with vulnerable populations to create localized Emergency Response Plans. The Selectboard members commended this.

Discuss ARPA Request for emergency generator. Billingsley presented his ARPA request. Selectboard members encouraged Billingsley to pursue grants and to continue the conversation at a later date, but the Selectboard felt it was prudent to wait on appropriating ARPA funds for this until funding is more settled for other upcoming projects.

Executive Session regarding evaluation of a public officer or employee pursuant 1 V.S.A. § 313(a)(3) :

At 8:10PM, Carlson moved to enter executive session. The motion carried.

Return from Executive Session/Decisions (if any) in public:

At 8:29PM, the Selectboard returned from executive session.

Towbin moved that 'All employees who are assigned to the Municipal building will be required to work in the Municipal Building. Hours shall be tallied by a time-clock which will be administered directly by the Selectboard. Requests to work at home will be considered on an emergency basis only and require documentation for the need.'

The motion failed 1-2 (Yeas: Towbin; Nays: Carlson, Volz)

Towbin moved that 'The town clerk shall be required to deliver the town report at every regular Selectboard meeting. Zoom appearance will be permitted.'

The motion failed 1-2 (Yeas: Towbin; Nays: Carlson, Volz)

Towbin moved that 'Any town receivable or invoice must be paid or processed within 2 weeks. If there is a delay it needs to be reported to the Selectboard.'

The motion failed 1-2 (Yeas: Towbin; Nays: Carlson, Volz)

Adjourn:

At 8:31PM, Carlson moved to adjourn. The motion carried.

Minutes respectfully submitted by Riley Carlson, Selectboard Chair.