

**Town of Plainfield Select Board Meeting**  
**June 19, 2023**  
**Plainfield Municipal Building, 149 Main St, 2<sup>nd</sup> Floor and via Zoom**  
**Minutes - Approved**

**Agenda:**

- Changes to Agenda
- Announcements
- Public Comment
- Road Foreman's Report (Michael Bingham)
- Sign documents for the Highway Dept. Mack truck loan
- Christian Meyer, Executive Director CV Regional Planning Commission
- Melissa Bounty, Central Vermont Economic Development Corporation, to discuss upcoming event with Gov. Scott and his Cabinet
- Approve updated yearly Weebly cost (Bob Fancher)
- Plainfield Recreation and Public Arts Committee ARPA request update (Jamie Spector)
- Approve Hazard Mitigation expenditure for hazard maps (Michael Billingsley)
- Approve and sign Central Vermont Humane Society contract
- Approve and sign Washington County Sheriff's Department contract for FY 2023/2024
- Approve signature for engineering study for East Hill Rd. culvert
- Approve warrants; draft minutes
- Adjourn

**Present:** Select Board members Bram Towbin and Jim Volz. Chair Riley Carlson was unable to attend. Also present were Robin Miller (Town Clerk/Treasurer), Michael Bingham (Road Foreman), Christian Meyer (Executive Director of Central Vermont Regional Planning Commission), Alice Merrill (Town Grant Administrator), Melissa Bounty (Representative from Central Vermont Economics Development Corporation), Paula Emery (Plainfield Representative to Central Vermont Regional Planning Commission), Bob Fancher (Town Web Administrator), Jamie Spector (Chair of Plainfield Recreation and Public Arts Committee), Michael Billingsley (Town Emergency Management Director), and Kristin Brosky (Town Administrative Assistant).

**Towbin called the meeting to order at 6:00 pm.**

Changes to Agenda:

Towbin suggested the following additions to the agenda:

- Approval of relocated CVFiber infrastructure site
- Appointment of Town Constable and Service Officer
- Approval of request by George Springston to place flood monitoring equipment in the Great Brook

There were no objections, so the agenda was changed.

**Volz moved for approval of relocation of the CVFiber infrastructure site at the Plainfield Park and Ride. The motion carried unanimously.**

**Volz moved to appoint Christopher Keast Town Constable and Brian Hebert Town Service Officer. The motion carried unanimously.** Towbin will reach out to each gentleman to discuss their appointments.

**Volz moved to approve George Springston to place flood monitoring equipment in the Great Brook. The motion carried unanimously.**

Announcements:

Towbin announced that a memorial candlelight vigil will be held on Tuesday, June 20, 2023 from 7-9 pm at the Plainfield Recreation Field to honor David Hill III. He shared that David's favorite colors were cobalt blue and teal blue and asked attendees to consider wearing these colors.

Public Comment:

There was no public comment.

Road Foreman's Report (Michael Bingham):

Bingham shared that the road crew has been busy cleaning up road washouts following the heavy rains over the past weeks. He noted that theft of street signs continues. Towbin shared that budget estimates have been received for a paving project on a section of Main St. between the

Fire Station and the bottom of Maple Hill Rd. He stated that a full reclaim is estimated to cost \$137,440 while the estimate for a shim and 1 ½ inch topcoat is estimated at \$82,500. He notes that there is only \$47,000 available in the Highway Department budget for the project, and suggested that Town ARPA funds could possibly be used to make up the difference.

Sign documents for the Highway Dept. Mack truck loan:

Towbin stated that this agenda item will be taken up at a July 5, 2023 Special Select Board meeting,

Christian Meyer, Executive Director Central Vermont Regional Planning Commission (CVRPC):

Towbin explained that, since there is no county level government in Vermont, CVRPC assists local governments in navigating federal and state regulations. Meyer described CVRPC services, stating that the Commission offers consultation on town projects, limited administrative services, and short-term help on various issues including transportation, land use, emergency management, planning, brown field remediation, water quality, and non-regulatory storm water projects. He stated that they also offer consultation for drafting and review of town plans, project management, and grant writing, noting that they have sponsored a grant for the Plainfield Co-op. Meyer described potential resources the Town may explore to assist in funding the upcoming Rt. 2/Main St. intersection project. Meyer addressed a question from Alice Merrill regarding the timeframe for allocation of Town ARPA funds and the possibility of using these funds for the intersection project. He shared that the ARPA fund timeline has not been modified, that ARPA funds must be obligated by the close of FY 2024 and all work must be completed by the close of FY 2026. Merrill shared the VTrans had informed her that it may be possible for the Town to pay ahead for portions of the project.

Melissa Bounty, Central Vermont Economic Development Corporation, to discuss upcoming event with Gov. Scott and his Cabinet:

Towbin announced that Bounty has arranged for the governor to visit Plainfield on Wednesday, June 28, 2023 at 9 am at the Plainfield Town Hall and Opera House to discuss State ARPA funds. Bounty shared that this will be the sixth and final stop of the governor's "ARPA Tour"

which will be organized like a round table discussion and listening session. She explained that commissioners from the governor's full Cabinet, and potentially the governor, will be in attendance and available to answer questions. Bounty will provide Towbin with invitation flyers for the event. Towbin states that he will forward invitations to recipients of Town ARPA funds so they may attend to provide feedback. He noted that all members of the community are also invited to join the discussion and that refreshments will be served.

Approve updated yearly Weebly cost (Bob Fancher):

Towbin thanked Fancher for his work in assisting the Town in transitioning the Town website from a .us to .gov URL.

**Volz moved to approve payment to Weebly of \$192 for the yearly cost of the Town website. The motion carried unanimously.**

Plainfield Recreation and Public Arts Committee ARPA request update (Jaime Spector):

Spector announced that Bob Fancher, Town Web Administrator, and Julia Wilk of the Plainfield Recreations and Public Arts Committee have worked together to update the Town website so that people may now go online to reserve the Recreation Field picnic shelter for events.

Spector updated the Recreation and Public Arts Committee request for ARPA funds, stating that the updated estimate for the cost of installing a water spigot at the Recreation Field had increased from the originally requested amount of \$1,600 to \$5,000. Volz and Towbin agree to revisit this request at the next Select Board meeting when Chair Carlson can join the discussion.

Spector also provided an update on the cost of a Casella trash removal contract for the Recreation Field. Towbin asked Spector to return to the next Select Board meeting with information about whether the contract could be suspended for winter months.

Approve Hazard Mitigation expenditure for hazard maps (Michael Billingsley):

**Volz moved to approve expenditure of up to \$100 by Michael Billingsley for Hazard Mitigation maps. The motion carried unanimously.**

Billingsley joined the meeting and offered an update regarding the cost of the maps.

**Volz moved to authorize expenditure of up to \$120 by Michael Billingsley for Hazard Mitigation maps. The motion carried unanimously.**

Approve and sign Central Vermont Humane Society (CVHS) contract:

Towbin asked why a total contract amount was not specified on the document. Miller described that the CVHS contract specifies a per animal cost and stated that last year only two cats were surrendered at a total cost of \$120 for FY 2022/2023. **Volz moved to approve the Central Vermont Humane Society contract up to the amount in the budget. The motion carried unanimously.**

Approve and sign Washington County Sheriff's Department contract for FY 2023/2024:

**Volz moved to approve the Washington County Sheriff's Department contract with the amount stipulated in the budget. The motion carried unanimously.** Miller will fill in the budgeted amount on the contract and will email the sheriff's office.

Approve signature for engineering study for East Hill Rd. culvert:

**Volz moved to authorize Towbin to sign the engineering study for the East Hill Rd. culvert. The motion carried unanimously.**

Approve warrants; draft minutes:

**Volz moved to approve accounts payable warrant dated June 8, 2023. The motion carried unanimously.**

**Volz moved to approve payroll warrants dated June 7 and 14, 2023. The motion carried unanimously.**

**Volz moved to approve draft minutes dated June 5, 9, and 14, 2023. The motion carried unanimously.** Volz and Towbin agreed to suspend approval of the September 15 and October 6, 2022 draft minutes until Carlson is in attendance as well.

Adjourn: **At 7:08 PM, Volz moved to adjourn. The motion carried.**

Minutes respectfully submitted by Kristin Brosky, Plainfield Town Administrative Assistant.