

**Town of Plainfield  
Select Board Meeting  
May 14, 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), Bram Towbin (Road Commissioner), Bret Meyer (Washington County Sheriff's Department), Andrew Bert (Washington County Sheriff's Department), Mike Nolan (Road Foreman), and Patrick Martin (Fire Chief).

**Ross Sneyd called the hearing to order at 7:05pm.**

**AGENDA**

- Review Agenda
- Public Comment/Announcements
- Town Clerk's Report and Warrants
- Road Report
- Review Available Grants (Municipal Aid; Bicycle and Pedestrian; Emerald Ash Borer)
- Review Traffic Safety Initiatives, Radar Speed Signs
- Review and Adopt Road Patrol Contract with Washington County Sheriff's Office: Bret Meyer and Andy Bent
- Block Party Proposal: Carlo Rovetto
- Emergency Management Direction: Fire Chief Patrick Martin
- Review and Vote on Local Emergency Operations Plan
- Review and Adopt Minutes
- Adjourn

**REVIEW AGENDA**

- Sneyd removed the Block Party Proposal: Carlo Rovetto from the agenda. **Sneyd made a motion to adopt the agenda as amended. The motion was approved.**

**PUBLIC COMMENT/ANNOUNCEMENTS**

- Sneyd thanked all the volunteers who came out to pick up trash on Green Up Day.
- Sneyd gave a reminder that the revote on the purchase of the Gallison property will be held on 5/17/18. Votes may also be cast on 5/16/18 during Town Clerk's Office hours.
- Alexandra Thayer stated that Sneyd's recent letter to the *Times Argus* was not an official opinion of the Select Board. Sneyd noted that he had signed the letter, "Ross Sneyd, Plainfield," and that the *Times Argus* had added in the Select Board affiliation.

**TOWN CLERK'S REPORT AND WARRANTS**

- Town Clerk/Treasurer Linda Wells provided a list of people who have not yet registered their dogs this year. The warrant list will be given to Animal Control Officer Kathleen Hayes to follow up with

the dog owners. **Thayer made a motion to approve the warrants to people who have not registered their dogs and authorize Animal Control Officer Hayes to pursue those on the list to get their dogs licensed. The motion was approved.**

- Wells presented an application for a Right-of-Way Use permit, the particulars of which will be discussed during the Road Report. Road Commissioner Bram Towbin provided a brief background on why the permit application process was put in place.
- Wells presented a contract for Washington County Sheriff's Department services. She reminded the Select Board that it had allocated up to \$10,000 in the 2018-19 fiscal year budget, \$2,500 of which was to possibly include some State Police coverage. Discussion will take place on this issue later in the meeting when Washington County Sheriff's Office representatives Bret Meyer and Andy Bent are present.
- Wells presented two liquor license permit applications:
  - **Sneyd made a motion to approve a liquor permit request by Positive Pie for a benefit for J. Willis Pratt at the Goddard Haybarn on 6/16/18 from 5pm to 1am with 125 people expected. The motion was approved.**
  - It was determined that the second permit application would be taking place at a location in Marshfield, which Wells will pass on to her counterpart in Marshfield.
- Wells present a single vehicle permit request and a fleet permit request:
  - **Sneyd made a motion to approve a Single Truck permit for Haskins and Associates Concrete and a Fleet permit for Structural Wood Corporation. The motion was approved.**
- Wells presented an updated resolution from Community Bank. **Sneyd made a motion to authorize himself and Wells to sign the Corporate Authorization Resolution with Community Bank. The motion was approved.**
- **Sneyd made a motion to approve warrants of 5/9/18, 5/11/18, and 5/14/18. The motion was approved.**

#### **REVIEW AVAILABLE GRANTS (MUNICIPAL AID; BICYCLE AND PEDESTRIAN; EMERALD ASH BORER)**

- A brief discussion took place regarding several available grants that Wells had forwarded to the Select Board. Wells recommended reviewing the opportunities and discussing which ones to pursue at the next meeting.

#### **ROAD REPORT**

- Road Commissioner Bram Towbin reported on a presentation at the last Central Vermont Regional Planning Commission meeting regarding the area's water quality. He noted that very high levels of e coli have been found in the Winooski River in this area. Towbin explained that he will be meeting with someone from the Agency of Natural Resources (ANR) on 5/17/18 to discuss the possibility of redirecting resources to a number of small projects in Plainfield that will make more of a difference in the Lake Champlain clean-up effort. Towbin plans to show the ANR person three places—the MacLaren Farm, Recreation Field Road, and the Health Center—as areas where State resources might be deployed.
- Towbin and Road Foreman Mike Nolan reported that the new highway truck is now in Morrisville being outfitted.
- Towbin noted the increased number of ticks this year, and thought it prudent to make various tick-prevention gear available to the Road Crew and the Water/Wastewater Department.

- Referring to a letter the Select Board received from a resident on Flood Road, Sneyd asked if Towbin wanted a member of the Select Board to contact the individual. Towbin provided the history to the situation involving a resident who feels that his property is being encroached upon by the road due to sand residue from snow plowing as well as road drainage issues. Tammy Farnham asked Nolan if he was open to both he and Farnham talking with the resident one last time, to which Nolan agreed. Farnham will report back to the Select Board at the next meeting.
- In terms of a Right-of-Way Use permit request, discussion followed on how deep Nolan felt the water line needed to be beneath the road, to which Nolan had stated five feet. **Sneyd made a motion to approve a Right-of Way Use permit application from Richard Rubin for 3499 East Hill Road to put a water line underneath the road 35 feet north of the barn along East Hill Road with the stipulation that the water line be buried at a depth of five feet. The motion was approved.** Thayer noted that the permit application was signed by Niko Rubin, not Richard Rubin, the latter of whom is the actual landowner and who should have been the one to sign it.
- Nolan reported that the Road Crew is currently grating roads, and is waiting for chloride to come in to dampen the dust on the roads.
- Nolan noted that the Road Crew would soon start to sweep the streets. Towbin added that he has called attention to the situation on US Route 2.
- Thayer asked if the Town owned a road sweeper, to which Nolan responded no. Thayer asked if the Town owned a wood chipper, to which Nolan responded yes, and that it chipped wood up to a 12-inch diameter.

#### **REVIEW TRAFFIC SAFETY INITIATIVES, RADAR SPEED SIGNS**

- Sneyd noted to those present from the Washington County Sheriff's Department that the Town has received a new radar speed sign. Nolan stated that he has do some work on it before it can be put into use. Towbin noted that the old one would be redeployed to Brook Road in the proximity of Daniel Hardy's residence.

#### **REVIEW AND ADOPT ROAD PATROL CONTRACT WITH WASHINGTON COUNTY SHERIFF'S OFFICE: BRET MEYER AND ANDY BENT**

- Sneyd thanked Washington County Sheriff's Department (WCSD) Bret Meyer and Andrew Bert for emailing the report detailing what WCSD has done in terms of patrols in Plainfield within the past year as well as forwarding a new contract proposal. Meyer noted that the speed tapes that were put on various roads last year were extremely helpful in indicating where the major speed violations were occurring. Discussion followed including how WCSD patrol hours in Plainfield would be increased with the increase of \$2,500 annually from the Town; options for dealing with repeat speeding offenders; which roads in Plainfield are generally patrolled; the importance of a law-enforcement presence; the types of calls to which WCSD responds; crime prevention measures; communications between different law-enforcement agencies; and diversion programs versus mandatory penalties. Sneyd noted that the new contract proposal from WCSD for traffic patrols came in at the same hourly and mileage rates as the current contract, and proposed to the Select Board that it contract with WCSD for \$10,000 for the fiscal year starting 7/1/18. Sneyd endorsed Meyer's plan to patrol 3-to-4 hours a day for three days per week for a total of 12-to-16 hours per week. Sneyd also agreed with the importance of maintaining flexibility of patrol hours so that they occur during times when they are most needed. In response to a question from Farnham, Meyer

noted that a certain percentage of local speed violations come back to towns, but not enough to significantly defray the cost of patrols. **Sneyd made a motion to approve the contract with the Washington County Sheriff's Department for \$10,000 for services from 7/1/18 through 6/30/19. The motion was approved.** Meyer requested that the Town designate one official contact person to file official complaints through to WCSD, to which all agreed it should be Constable Kathleen Hayes.

#### **EMERGENCY MANAGEMENT DIRECTION; FIRE CHIEF PATRICK MARTIN**

- Fire Chief Patrick Martin reported that the new fire truck would be delivered on 7/1/18.
- Sneyd asked for Martin's perspective on how to move forward with the replacement of the outgoing Emergency Management Director (EMD). Martin reviewed the history of those who have been responsible for emergency management in the past and stated that the most important factor that needs to continue to happen is the organization of the information that must be taken in during an event. In terms of a good candidate for the position, Martin suggested Tim Phillips, who has already agreed to be one of the shelter organizers and who possesses many of the qualifications needed for an EMD. Thayer suggested the idea that a committee of community members be formed to deal with emergency management issues, similar to what Middlesex has done, while the process of finding an EMD is taking place. Discussion ensued regarding the difference between an emergency management director versus an emergency management coordinator. Thayer recommended revisiting the EMD job description in terms of requirements and Plainfield's needs, and in the meantime, appoint Thayer as interim EMD so that there is someone responsible for filling out paperwork. Thayer also recommended reaching out to see who might want to be part of an emergency management team. After additional discussion, **Sneyd made a motion to appoint Alexandra Thayer as the interim Emergency Management Director and to revisit the issue at the next Select Board meeting on 6/11/18. The motion was approved.**

#### **REVIEW AND VOTE ON LOCAL EMERGENCY OPERATIONS PLAN**

- Thayer presented the updated Local Emergency Operations Plan for review. **Sneyd made a motion to approve the updated Local Emergency Operations Plan as presented by Thayer. The motion was approved.**

#### **OTHER BUSINESS**

- Thayer noted that she is working on the Hazard Mitigation Plan and will provide an update on it at the next Select Board meeting.

#### **REVIEW AND ADOPT MINUTES**

- Adoption of the draft minutes from the 4/23/18 regular Select Board meeting and the 5/7/18 Informational Hearing was tabled until the next meeting.

#### **ADJOURNMENT**

- **Sneyd made a motion to adjourn at 9:00pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff