

**Plainfield Select Board Meeting**  
**May 23, 2016**  
**Draft Minutes**

**PRESENT:** Betsy Ziegler (Select Board), Bram Towbin (Select Board Chair), Linda Wells (Town Clerk/Treasurer), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Laurie Veatch (Resident), David Strong (Plainfield Town Hall Opera House), Eric Blaisdell (Times Argus), Jim Jamele (Town Attorney), Lisa Ryan (Preservation Trust of Vermont), and Sarah Albert (Conservation Commission).

**Bram Towbin called the meeting to order at 7:00pm.**

The agenda was as follows:

- Announcements/Public Comment
- Town Clerk's Report
- Road Report
- Town Forest Archeology Team Decision
- Grant Administrator Position
- Bus Shelter Update
- House Opposite Town Hall Opera House: Should the Town Purchase?
- Summary of Resiliency Conference in Northfield
- RFP for New Flood Mapping
- Advice on Preparedness for Emergency Event
- Town Website: Discuss Strategy for Improvement
- Approve Minutes

Towbin added Discussion of the Kiosk to the above agenda. **Betsy Ziegler made a motion to approve the agenda as amended. Towbin seconded the motion. The motion was approved.**

**ANNOUNCEMENTS/PUBLIC COMMENT**

- Ziegler announced that the engineering firm Dufresne Group will make a presentation and take questions regarding the Lower Village Sidewalk Study at the 6/13/16 Select Board meeting starting at 7:00pm at the Plainfield Town Hall Opera House. Towbin encouraged residents to participate during this study and discussion phase of the project.
- Ziegler and David Strong noted that the Pedestrian Bridge and Sidewalk project will be publicly presented in July or August.
- Towbin noted an upcoming public presentation by the Hazard Mitigation Committee regarding the proposed bridgework for the Great Brook
- Towbin noted a follow-up meeting in mid-June among the Hazard Mitigation Committee, First Responders, and Green Mountain Power about an emergency plan for the Marshfield Dam.

## TOWN CLERK'S REPORT

- Town Clerk Linda Wells announced that the Town Clerk's office will be closed on Friday, 5/27/16 and for Memorial Day on Monday, 5/30/16.
- Wells requested approval of a reimbursement request for \$10,363.50 to the Vermont Agency of Transportation for the Pedestrian Bridge and Sidewalk project. **Ziegler made a motion to approve the reimbursement request for \$10,363.50 to the Vermont Agency of Transportation for the Pedestrian Bridge and Sidewalk project. Towbin seconded the motion. The motion was approved.**
- Wells presented a donation request for \$100 by the Vermont State Police Community Advisory Board. Towbin noted that future requests can be approved by Plainfield Town Constable George Cushing since the funds come from the Town Constable's budget. **Towbin made a motion to approve the \$100 donation to the Vermont State Police Community Advisory Board. Ziegler seconded the motion. The motion was approved.**

## GRANT ADMINISTRATOR POSITION

- David Strong noted a draft Grant Administrator job description he sent to the Select Board and Town Clerk for review in order to move forward with advertising the position and having interview candidates in place by 7/1/16 when budget funds for the position become available. Strong offered to work with Select Board member Ross Sneyd on the job description. Towbin noted that many grants include funding for an administrative component and that only a small portion of the \$5,000 budget line is taxpayer money. It was decided that a revised job description would be circulated to Select Board members and discussed at the next meeting.

## ROAD REPORT

- Due to a workers compensation issue, the contractor who has been mowing Plainfield's roadsides will not be continuing. Road Foreman Mike Nolan has explored tractor rentals so the Road Crew can perform the job. Discussion followed on costs, other contractors, and possibly putting the work out to bid.
- A similar workers comp issue affects the current sand-hauling contractor. Nolan will get bids from several trucking companies.
- Wells presented an invoice for sand (material only) from the Gravel Construction Company for \$21,000. **Ziegler moved to approve the invoice for \$21,000 for sand from the Gravel Construction Company. Towbin seconded the motion. The motion was approved.**
- Towbin stated that a three-year contract was signed with Foley Services to provide uniforms to the Road Crew.
- Nolan reported on work grading roads, applying chloride, ditching, and removing berms and noted a broken culvert on Recreation Field Road that will be fixed. Nolan said that work on the dislodged stones at the base of Cameron Road will begin around 6/1/16. Towbin noted the problem on Brook Road that needs to be corrected.
- Nolan reported that the Road Crew has swept the streets in the Village and the sidewalk going west on Route 2, noting that dirt from Route 2, which the State is responsible for sweeping, keeps blowing back up on the sidewalks. Towbin will make a call to the State about sweeping Route 2.
- Other issues discussed included cleaning up the Rain Garden pond on Mill Street and following up on cold blacktop in a right of way by a resident's property.

- Ziegler will follow up on getting the crosswalks repainted and continue discussion of a plan for picking up trash bags in the Village park areas.

#### **BUS SHELTER UPDATE**

- Towbin reported that the zoning application for the new Bus Shelter that will replace the current one at the Park and Ride had been granted. David Strong noted that the permit had been approved to site the existing Bus Shelter to in front of the Post Office on Route 2. Discussion followed on installing a new cement pad at the Park and Ride, possibly with help from Green Mountain Transit Authority, and moving the current cement pad to the new location on Route 2. The timeline for installing the new Bus Shelter is by 6/30/16.

#### **DISCUSSION OF THE KIOSK**

- Towbin noted that a couple of the panels in the kiosk are not being used. He had contacted local artist Jenny Bee, who agreed to curate one of the panels with her and other artists' work. **Ziegler made a motion to approve Jenny Bee curating one of the panels in the kiosk and for another of the panels to be used to post information about community resiliency. Towbin seconded the motion. The motion was approved.**

#### **RFP FOR NEW FLOOD MAPPING**

- Noting that the 100-year flood maps going up the Winooski River are not accurate, Towbin reported that the Hazard Mitigation Committee, using data collected by recent aerial craft, would like to develop an RFP to submit to technical groups to determine the cost of creating accurate maps of the flood areas. **Ziegler made a motion to approve the Hazard Mitigation Committee's request to develop an RFP to determine the cost of creating accurate flood maps. Towbin seconded the motion. The motion was approved.**

#### **SUMMARY OF RESILIENCY CONFERENCE IN NORTHFIELD**

- Strong and Ziegler reported on the recent conference, Resilient Vermont, held at Norwich University. Hazard Mitigation Committee member Michael Billingsley has written a detailed summary of the conference and other attendees from Plainfield have been encouraged to send notes of what they learned to Plainfield Community Resilience Project Coordinator Sarah McShane. This information will be discussed, along with what needs to be done in terms of the grant and firming up people who want to be part of the committee, at the Resiliency Project meeting on 6/1/16 at 6:30pm at the Town Hall Opera House.

#### **TOWN FOREST ARCHEOLOGY TEAM DECISION**

- Conservation Commission member Sarah Albert noted that upon being awarded a grant for the trailhead parking areas at the Town Forest, the Division of Historic Preservation determined that an archeological assessment was needed before any work could begin. The Northeast Archeology Resource Center from Farmington, Maine had submitted the lowest bid. **Ziegler made a motion to approve the selection of the Northeast Archeology Resource Center to undertake an archeological assessment of the trailhead parking areas in the amount of \$1,775. Towbin seconded the motion. The motion was approved.**

- Towbin noted that the Plainfield Conservation Commission and Planning Commission had created a natural resource inventory, which will be posted to the Town website within the next couple of weeks.

#### **HOUSE OPPOSITE TOWN HALL OPERA HOUSE: SHOULD THE TOWN PURCHASE?**

- Noting the serious lack of parking for events at the Town Hall Opera House, Towbin stated that the house directly across the street from it on Route 2 was for sale. Town Attorney Jim Jamele and a representative for the owner have agreed on a price, substantially lower than the assessed value of \$138,000, and discussed the details of a purchase and sale agreement that would move forward only upon voter approval to expend the funds. There is a 15-day period to inspect the premises after entering into the purchase and sale agreement; if the building does not meet expectations, the Town can back out of the agreement. Strong displayed an overhead drawing of the property, stating that without touching the building, the number of parking spaces would be more than doubled.
- Lisa Ryan from the Preservation Trust of Vermont stated that the Town will be receiving a grant to bring in a consultant to help evaluate the building. The structure is considered a Contributing Building in the National Register District. Ryan suggested considering a project partnership with a non- or for-profit entity and discussion ensued on the role the building plays in the architectural cohesiveness of the Plainfield Village landscape, if the building can be torn down given its historic significance, the availability of tax credits for improvements to the building, the impact of having a parking lot surrounding a historic building, and the impact of a parking lot located on a steep bank above the river. It was decided that the issue would be further discussed and a decision made whether to move forward at an upcoming Special Select Board meeting.

#### **ADVICE ON PREPAREDNESS FOR EMERGENCY EVENT**

- Rob Bridges, Emergency Management Director for Plainfield, noted the good job that the Town's leaders, first responders, and members of the Hazard Mitigation and Resiliency Committees are doing to anticipate and prepare for emergencies, but emphasized the importance of personal responsibility in preparing for and dealing with both natural and man-made disasters. He stressed the need for planning – have a plan, know the plan, share the plan, practice the plan, and should the time arise, work the plan. Bridges noted the importance of caring for neighbors during a time of crisis. He presented a number of emergency preparedness resources and encouraged people to get involved in community efforts to prepare and deal with emergency events.

#### **TOWN WEBSITE: DISCUSS STRATEGY FOR IMPROVEMENT**

- Towbin noted that the Select Board had received proposals for managing the website with efforts primarily going toward getting information posted to the site rather than just technical management. Ziegler added the need for ease of use. Towbin stated that Select Board member Ross Sneyd is interested in following up on the issue.

#### **APPROVE MINUTES**

- Ziegler presented minutes from the 5/9/16 Select Board meeting, noting a few corrections. **Ziegler made a motion to approve the minutes from the 5/9/16 Select Board meeting as amended. Towbin seconded the motion. The motion was approved.**

**The meeting adjourned at 8:35pm on a motion by Ziegler. Towbin seconded the motion. The motion was approved.**

Respectfully submitted by Cindy Wyckoff