

**Town of Plainfield
Plainfield Select Board Meeting
October 24, 2016
Approved Minutes**

PRESENT: Ross Sneyd (Select Board Member), Bram Towbin (Select Board Chair), Linda Wells (Town Clerk/Treasurer), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), John Jablonski (Pastor/Teacher, Macedonia Baptist Church), Angelina Jablonski (Macedonia Baptist Church), Michael Billingsley (Emergency Management Director), Loona Brogan (Cutler Library), Bob Rosenfeld (Cutler Library), and Lisa Ryan (Arc & Arrow Consulting LLC).

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

AGENDA

- Announcements and Public Comment
- Town Clerk's Report
- Road Report – Radar Sign Repair Cost
- Cutler Library Request
- Michael Billingsley Emergency Management Coordinator Funding Request
- Sarah McShane – Resiliency Committee – Rec Field Update
- John Jablonski, New Member of Rec Committee, Introduction
- Chris Keast, Challenges for Young People in Plainfield
- Minutes

Towbin made the following adjustments to the agenda: delete Sarah McShane's Rec Field update and add it to the agenda for the next meeting, add discussion regarding Town funding for Front Porch Forum, add discussion of the work on the Town Forest trailheads, and add discussion on Rose Paul's (Cross Vermont Trails) petition to warn an article at Plainfield's 2017 Town Meeting. **Ross Sneyd made a motion to adopt the agenda as amended. Towbin seconded the motion. The motion was approved.**

ANNOUNCEMENTS/PUBLIC COMMENT

- Towbin announced that on 10/25/16 at 7pm two authors will be giving a presentation entitled "The Hidden Half of Nature" at the Haybarn Theater at Goddard College. He noted that Cutler Librarian Loona Brogan had been interviewed earlier in the day on Vermont Public Radio discussing the event.
- Towbin stated that Sarah Albert and the Conservation Commission have been working with contractors to develop trailheads on both sides of the Town Forest. The Gonyeau Road side is preliminarily complete.
- Town Clerk/Treasurer Linda Wells announced that municipal taxes are due on 11/2/16.
- Wells announced that the general election vote will be held on 11/8/16 at the Town Clerk's office from 9am to 7pm. Absentee ballots will be available through 11/7/16 and can be requested by contacting the Town Clerk's office. The deadline to register to vote is 11/2/16. Those wishing to

register can do so at the Town Clerk's office, online at the Secretary of State's website, and at the Department of Motor Vehicles, among other agencies.

- Towbin reported on two recent crime incidents that occurred in the Town. The first was an incident where several windshields/windows of vehicles in the Village were shot out by BB guns. The incident is still under investigation and anyone who has information on it should contact the State Police. The second was a police car chase through the Town. The offender has been identified and is expected to appear in court by 10/28/16.

ROSE PAUL, CROSS VERMONT TRAIL ASSOCIATION

- Towbin announced that Plainfield resident Rose Paul from the Cross Vermont Trail Association will be present at the next meeting to discuss raising funds to build a bridge for the bike trail across the Winooski River in the vicinity of the power dam heading into Montpelier. Other area towns are expected to contribute. The Cross Vermont Trail Association is requesting to have the issue voted on at Plainfield's Annual Town Meeting in March of 2017 and will circulate a petition among Plainfield's registered voters to include an article on the warning. Towbin and Wells explained the process of petitioning an item for Town Meeting.

TOWN CLERK'S REPORT

- Wells presented a rental agreement between the Town and the Waldorf High School for an ongoing rental of the Town Hall Opera House, which needs approval from the Select Board. Wells noted that the Friends of the Plainfield Town Hall Opera House has already reviewed the agreement. **Sneyd made a motion to approve the rental agreement between the Town of Plainfield and the Waldorf High School. Towbin seconded the motion. The motion was approved.**
- Wells presented a contract for an archeological study as part of the larger flood mitigation study to replace two bridges in the Village—one on Brook Road and the other on Mill Street. Towbin explained the mix up regarding the requirement for the archeological study and that the Town would be splitting the \$3,413 cost with the Central Vermont Regional Planning Commission (CVRPC), the administrator of the grant. **Sneyd made a motion to approve the \$3,413 contract for the archeological study on the two bridges in the Village with the understanding that CVRPC will be paying half the cost of the contract. Towbin seconded the motion. The motion was approved.** Wells will contact Dan Currier at the CVRPC to note that the Select Board had made a motion to sign the contract with the stipulation that CVRPC would be paying for half of the \$3,413.
- Wells presented a reimbursement request from the Town to VTRANS for the Pedestrian Bridge project for costs incurred by the Dufresne Group and Staff Sterling Management. Wells noted that Project Manager Pat Travers had already reviewed and approved it. **Sneyd made a motion to approve the \$3,960 cost reimbursement from VTRANS for the Pedestrian Bridge project. Towbin seconded the motion. The motion was approved.** Towbin explained why the project is needed and how it will help leverage additional funding from the State for other necessary improvements.
- Wells presented a revamped job description for a part-time Facility Maintenance Manager position for the Select Board to review prior to re-advertising it on Front Porch Forum. Towbin read aloud the new job description for the position that will manage the routine maintenance of Town buildings, including monitoring trash/recycling at the Mill Street Park and Town Hall Opera House and dispose of as needed. **Sneyd made a motion to adopt the new job description as written. Towbin seconded the motion. The motion was approved.**

- Wells noted an email she had received from Dan Gadd regarding the liner in the ice rink at the Recreation Field that is degrading. The options are to either patch the liner for \$460 that would last a year or two or purchase a new liner for just over \$1,000 with a life span of 8-10 years. Discussion followed on available funds in the Recreation Committee budget and other potential costs at the Recreation Field. It was decided that the Recreation Committee should discuss the options and present recommended choices to the Select Board at the 11/28/16 meeting.

ROAD REPORT – RADAR SIGN REPAIR COST

- Towbin reviewed the issue of the Town’s radar sign, which was vandalized last Halloween and soon thereafter stopped working. The repair cost is \$1,700. Discussion ensued on whether to fix the broken sign or purchase a new one. Sneyd raised the idea of considering the purchase of a more permanent mounted radar sign such as is used on Elm Street in Montpelier. It was decided to table the discussion until the next meeting to give Sneyd the opportunity to further investigate Montpelier’s radar sign and have the full Select Board present to weigh the options and make a decision.

CUTLER LIBRARY REQUEST

- Bob Rosenfeld and Loona Brogan were present representing the Cutler Library along with Lisa Ryan from Arc & Arrow LLC, the latter of whom is consulting with the Library on its application for a planning grant. The Library is asking the Town of Plainfield to apply for the grant on its behalf. Towbin noted that the concern of the Select Board is twofold: potential financial liability to the Town, and the precedent of having a non-Town entity representing the Town. Ryan explained the various levels of protection that the Town has in the application by the grantee using the grantor’s website. Discussion followed that included assurance of indemnity and a minimal investment of the Town’s time, the necessary steps in the application process, confirmation that the Library will cover any costs associated with the application, and the establishment of a subgrant agreement between the Town and Library. It was agreed that the Town would move forward in the role of applying on behalf of the Library with the stipulation that the Town could withdraw at any time if the process was consuming too much of the Town’s time. **Sneyd made a motion that the Town support the Library’s proposal to apply for a planning grant from the Vermont Community Development Program. The Town would merely be applying and the grant would go to the Library, which would be a subgrantee, subject to a subgrantee agreement between the Town and the Library. The subgrantee will oversee all interactions with the database. Towbin seconded the motion. The motion was approved.**

BUYOUT OF HOUSE ON CAMERON ROAD

- Towbin reviewed the situation and the buyout proposal of the house on Cameron Road that experts agree is on the verge of falling into the Great Brook. A title search of the property is necessary for the closing process. **Sneyd made a motion to authorize the Town’s attorney, James Jamele, to do a title search of the property on Cameron Road. Towbin seconded the motion. The motion was approved.**

MICHAEL BILLINGSLEY EMERGENCY MANAGEMENT COORDINATOR FUNDING REQUEST

- Towbin provided background on Michael Billingsley's experience on the Town's Hazard Mitigation Committee and qualifications for the Emergency Management Director (EMD) position. Billingsley had drawn up a contract for the position. Towbin noted that no other volunteer committee chair in the Town works under a contract. Budget discussions will begin in November for next year's budget, at which time a line item for the position can be established. Between now and when such funding becomes available, monies can be found from different line items for needed trainings. Billingsley stated his appreciation for being chosen to the position and acknowledged his indebtedness to the outgoing EMD, Rob Bridges, for his guidance over the past year. He noted that the State now would like all municipal EMDs to be certified. Billingsley requested that, firstly, he be covered under the Town's insurance policy and, secondly, that a mechanism be in place to ensure that any evaluation regarding his performance be done in a professional manner through a public hearing. Towbin stated that as a Select Board-appointed official, the Town can provide assurance through a letter from the League of Cities and Towns that Billingsley will not be held liable when acting in an official capacity. Discussion followed on ways of meeting expenses between now and when the Town approves a formal budget line item for the position starting in July 2017. It was decided that Billingsley should sketch out any anticipated expenses in the interim, which can be considered by the Select Board on a case-by-case basis. Billingsley noted his formal acceptance of the position and terms as discussed. Billingsley summarized an upcoming emergency preparedness conference and requested reimbursement for \$100 in expenses. **Sneyd made a motion to approve \$100 for Billingsley to attend the Vermont Emergency Management conference. Towbin seconded the motion. The motion was approved.** Towbin thanked Billingsley for all of his work.

DONATION TO FRONT PORCH FORUM

- Towbin noted Front Porch Forum's current annual fundraising effort and asked Wells if there was funding available for a donation, which Wells stated could be expended from the website line item. A brief discussion followed on the amount to donate with a decision on the sum of \$150. **Sneyd made a motion to donate \$150 to Front Porch Forum. Towbin seconded the motion. The motion was approved.**

JOHN JABLONSKI, NEW MEMBER OF REC COMMITTEE, INTRODUCTION

- Towbin introduced John Jablonski and thanked him for volunteering for the Recreation Committee. Jablonski gave a brief background on his recent move to the area from New York to become the Pastor/Teacher of the Macedonia Baptist Church. He stated that one of the thrusts of his Church is to get involved in the community by performing public service, and volunteered his and his parishioners' time and effort toward actions that benefit the community. Jablonski noted various local activities in which his congregation is becoming involved and highlighted the fact that the Church's volunteer work is done without regard to what individuals in the community believe or what their lifestyles are. Towbin and Sneyd thanked him and noted a few ways in which he might become involved, e.g., planning for Old Home Days and helping to set up the bus shelter on Route 2. Jablonski requested that the Select Board forward a list of projects that can be considered.

CHRIS KEAST, CHALLENGES FOR YOUNG PEOPLE IN PLAINFIELD

- Chris Keast was not present so there was no discussion of this item.

MINUTES

- Discussion of Betsy Ziegler's proposed edits to the minutes from the 9/26/16 meeting was tabled until the next meeting when Ziegler would be in attendance to present them.
- **Sneyd made a motion to adopt the minutes from the 10/10/16 meeting as submitted. Towbin seconded the motion. The motion was approved.**

DEVELOPMENT REVIEW BOARD OPENINGS

- Towbin noted that there are openings on the Plainfield Development Review Board and encouraged anyone with either a background or strong interest in law, zoning, or planning to apply to the Town Clerk.

OTHER

- Both Sneyd and Towbin encouraged everyone to vote on 11/8/16.
- Towbin reviewed agenda items for the next meeting, including presentations by both Rose Paul and Sarah McShane, the Cutler Library request, and discussion/decision on the radar sign.

The meeting adjourned at 8:53pm on a motion by Sneyd. Towbin seconded the motion. The motion was approved.

Respectfully submitted by Cindy Wyckoff