

**Town of Plainfield
Select Board Meeting
June 24, 2019
Approved Minutes**

PRESENT: James Volz (Select Board Member), Alexandra Thayer (Select Board Chair), Tammy Farnham (Select Board Member), Linda Wells (Town Clerk/Treasurer), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Greg Light (Fire Chief), Eric Blaisdell (Times Argus), Pat Travers (Pedestrian Bridge Project), Alice Merrill (Town Grant Administrator), Laura Ziegler (Pedestrian Bridge Project), Bram Towbin (Road Commissioner), Lisa Ryan (Cutler Memorial Library), and Loona Brogan (Cutler Memorial Library).

Alexandra Thayer called the meeting to order at 7pm.

AGENDA

- Review Agenda
- Public Comment/Announcements
- Town Clerk's Report
 - Approval of Warrants
 - Set Date and Time for Select Board Meeting to Set Tax Rate
 - Recreation Field Rental Agreement Approval
 - Select Board Meeting Schedule - Return to 2nd & 4th Mondays or Maintain 4th Monday through August?
- Pedestrian Bridge Project
 - Update: Pat Travers, Engineer/Project Manager
 - Approval of Additional Grant Application: Alice Merrill
 - Designation of Select Board Member to Sign Additional Grant Application
 - Going Forward, Next Construction Season or this Construction Season
- Road Commissioner's Report
 - Approval of Memorandum of Understanding with CVRPC for Design for the Treatment of Storm Water Runoff and Gully Stabilization Downgradient from the Plainfield Health Center
 - Note \$600 in "In-Kind" Services or Cash Payment Required from Plainfield
 - 10-Year Operation and Maintenance Costs
- Old Home Days Update
 - Including Street Dance
- Great Brook Bridge Replacement Update and Contract
- Emergency Management
 - Update
 - Authorization to Transfer 2018-2019 Unexpended Emergency Management Funds to the Reserve Fund for the Emergency Operations Center and Shelter
- Cutler Memorial Library: Loona Brogan, Lisa Ryan
 - Update
 - Request for Approval of Amendment of Vermont Community Development Grant in Support of the Cutler Library Accessibility and Expansion Project Amending the Grant Closeout Date from June 30, 2019 to December 31, 2019

- RAMP Update - Jim Volz
 - Authorize Reimbursement to Jim Volz for RAMP Meeting Pizza/Drinks
- US 2-Main Street Intersection Update
 - Email from Erin Parizo, VTrans Engineer and Project Manager
 - Designation of Select Board Liaison for Route 2-Main St. Intersection for VTrans Ongoing Work
- Approve Conflict of Interest Policy
- Approve Minutes of May 28, June 11, and June 13, 2019
- Other Business
- Agenda Items for July 22, 2019 Meeting
- Adjourn

PUBLIC COMMENT/ANNOUNCEMENTS

- Thayer announced that the Twin Valley Senior Center will be sponsoring this month's Community Dinner on 6/25/19 starting at 6pm.

REVIEW AGENDA

- After a brief discussion regarding the need to approve the renewal contract for the Town Hall Opera House, it was decided that the issue could be addressed at a subsequent meeting.
- Thayer added discussion with Fire Chief Greg Light regarding a dry fire hydrant.
- Discussion regarding approval of the Recreation Field Rental Agreement was removed from the agenda.

FIRE CHIEF GREG LIGHT

- Fire Chief Greg Light was present to inform the Select Board about the need to put into working order the dry hydrant at Mill Street Park that is used for feeding water up from the Winooski River during a fire. Light noted that a working dry hydrant is critical in providing a water source for fighting fires in the Village and that plans are to apply for a grant to replace it, which likely will not happen until next year. In the meantime, Light requested that the Town be responsible for clearing out and maintaining the currently overgrown area leading down to the river in order to allow fire fighters easier access to the water during an emergency. Light agreed to mark off the area that needs to be cleared. The question was raised as to whether the upcoming construction of the Pedestrian Bridge might impact the reinstallation of the hydrant/pipes. Pedestrian Bridge Project Manager Pat Travers agreed to take a closer look and let Light know if he foresees any problems. **James Volz made a motion that the Town make arrangements to clear and maintain a path down to the river. The motion was approved.**

TOWN CLERK'S REPORT

- APPROVAL OF WARRANTS

- SET DATE AND TIME FOR SELECT BOARD MEETING TO SET TAX RATE

- RECREATION FIELD RENTAL AGREEMENT APPROVAL

- SELECT BOARD MEETING SCHEDULE - RETURN TO 2ND & 4TH MONDAYS OR MAINTAIN 4TH MONDAY THROUGH AUGUST?

- Town Clerk/Treasurer Linda Wells presented invoices from Video Vision for one extra hour each for videotaping the 5/13/19 and 5/28/19 Select Board meetings. Videographer Keith Swann agreed to contact Video Vision to ask why an entire hour was charged when the meetings only went a few minutes over two hours. Wells will not pay the invoice until more information is gathered.
- The Select Board agreed to meet on 7/2/19 at 8:00am to set the tax rate.

- The Select Board agreed to continue holding one three-hour meeting in July and possibly August rather than holding two two-hour meetings each month.
- **Volz made a motion to approve warrants of 6/21/19 and 6/28/19. The motion was approved.** Wells noted that she will have one more warrant that will need to be approved by 6/28/19, the last business day of the current fiscal year. Volz agreed to stop by the Town Clerk's office to sign it on 6/28/19.
- **Tammy Farnham made a motion to approve:**
 - a liquor license permit application for 802 Cocktails for an event on 7/6/19 from 12-6pm at Goddard College;
 - an excess weight permit application from GK Bisson Trucking; and
 - an access permit request from Steve Pappas for 3134 Country Club Road in Barre.**The motion was approved.**

PEDESTRIAN BRIDGE PROJECT

- UPDATE: PAT TRAVERS, ENGINEER/PROJECT MANAGER

- APPROVAL OF ADDITIONAL GRANT APPLICATION: ALICE MERRILL

- DESIGNATION OF SELECT BOARD MEMBER TO SIGN ADDITIONAL GRANT APPLICATION

- GOING FORWARD, NEXT CONSTRUCTION SEASON OR THIS CONSTRUCTION SEASON

- Project Manager Pat Travers provided an update on the Pedestrian Bridge project, stating that given no unforeseen challenges, the construction phase of the project can be put out for bid at the end of July with the three-month construction period commencing in mid-September. Discussion ensued, including the possibility of waiting until January 2020 to put the project out to bid with construction commencing the following spring; safety issues and the need to apply for additional funding for traffic control during construction; shifting work from the Dufresne Group during the bid and construction phases to Travers, the resident engineer, and construction inspector to avoid exceeding the \$100,000 reimbursement limit for design engineering; and reasons for project cost increases. Town Grant Administrator Alice Merrill will gather information from various parties to come up with the dollar amount to request in the grant application due on 6/28/19 at 1pm. **Volz made a motion to authorize Alice Merrill to work with Pat Travers and Ross Gouin to come up with a request for additional grant money to complete the Bike/Pedestrian project. The motion was approved.** Immediately following, **Farnham made a motion to authorize Thayer to sign the letter to Jon Kaplan in reference to the Bike/Pedestrian project. The motion was approved.** Immediately following, **Volz made a motion to approve the resolution document to VTRANS.** The text of the resolution is as follows: Resolved that the Plainfield Select Board acknowledges its willingness to submit a grant application to the 2019 Bike/Ped Program and to provide the local match and future maintenance responsibility for the Main Street Pedestrian Bridge/US 2 South Sidewalk Project. **The motion was approved.** The Select Board agreed that the project timeframe should be shifted to sending out the request for bids in January 2020. Travers agreed to send the new timeframe to Merrill tomorrow for inclusion in the grant application. **Volz made a motion to designate Farnham to handle the actual submission of the grant request to VTRANS. The motion was approved.**
- Travers stated that a request for proposals to solicit for resident engineering services for the Bike/Pedestrian project will be coming up and that VTRANS has devised a process to save towns time by providing a list of six pre-qualified firms from which towns can choose with whom to work. Travers noted that a volunteer committee can do that, saving the Town the expense of having Travers perform in that that role, except for drafting the request for proposals to ultimately select a firm. Travers will send an email to the Select Board describing this option.

ROAD COMMISSIONER'S REPORT

- APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH CVRPC FOR DESIGN FOR THE TREATMENT OF STORM WATER RUNOFF AND GULLY STABILIZATION DOWNGRADIENT FROM THE PLAINFIELD HEALTH CENTER

- NOTE \$600 IN "IN-KIND" SERVICES OR CASH PAYMENT REQUIRED FROM PLAINFIELD

- 10-YEAR OPERATION AND MAINTENANCE COSTS

- Road Commissioner Bram Towbin reported on the following:
 - Two bids have been received to pave Towne Avenue, the hill leading down to Martin Meadow, and the bottom of East Hill Road: 1) Green Mountain Paving for \$74,250; and 2) Pike Industries for \$51,480. Towbin recommended that the project be given to Pike Industries. **Volz made a motion to approve the selection of Pike Industries for the paving project. The motion was approved.**
 - A section of land behind the Plainfield Health Center is severely eroding with sediment flowing into the Winooski River. In discussions with the Central Vermont Regional Planning Commission (CVRPC) and the Health Center, it has been determined that a State grant is available to build a retaining pond to catch the sediment and stabilize the bank. The project would not cost the Town anything, but would obligate the Town to clean out the retaining pond every one or two years. Both the Health Center and CVRPC are in support of the project. Towbin noted that carrying out this project would indicate to the State that Plainfield is making strides toward addressing the State's concerns regarding sediment flowing from rivers and streams into Lake Champlain. Towbin will let the Select Board know if the river bank area is on Town property. It was decided that the issue would be included in the agenda for 7/22/19 Select Board meeting.
 - Towbin opened two bids for constructing the 800-square foot lean-to addition to the Town shed: 1) Copping Construction for \$8,300, which includes a stipulation that a Town employee help set the supporting posts; and 2) Kevin Moran Construction for \$8,700. After a brief discussion, including the fact that Kevin Moran's bid was based on 26-foot dimension as opposed to the correct specification of 24 feet, **Volz made a motion to approve Kevin Moran Construction getting the contract and that Thayer contact the company to see if the price would change once it is understood that the actual dimension is 24x18 feet instead of 26x18 feet. The motion was approved.**
 - The heavy duty Ford pickup truck that the Town purchased within the past two years has both a leaking gas tank and a non-working turbocharger. The extended warranty does not cover these issues because the running time of 3,000 hours has been exceeded due to including idling time in the equation. Consequently, the repair cost will be approximately \$5,000, which Towbin had approved because of how essential the truck is to the Highway Department.

CUTLER MEMORIAL LIBRARY: LOONA BROGAN, LISA RYAN

- UPDATE

- REQUEST FOR APPROVAL OF AMENDMENT OF VERMONT COMMUNITY DEVELOPMENT GRANT IN SUPPORT OF THE CUTLER LIBRARY ACCESSIBILITY AND EXPANSION PROJECT AMENDING THE GRANT CLOSEOUT DATE FROM JUNE 30, 2019 TO DECEMBER 31, 2019

- Cutler Memorial Librarian Loona Brogan and consultant Lisa Ryan were present to request Select Board support for extending the closeout date of the Library's planning grant from 6/30/19 to 12/31/19. Ryan provided an update on what has been accomplished under the planning grant thus far and explained that the reason for the extension request is to work with an engineer to determine that the area where the addition is planned has adequate soil on which to build. Volz noted that because his wife sits on the Library's Board of Trustees, he will recuse himself from being

involved in this issue. **Farnham made a motion to sign the addendum for the Library to extend its grant program to 12/31/19. The motion was approved with Volz abstaining.**

OLD HOME DAYS UPDATE

- INCLUDING STREET DANCE

- Thayer provided an update on the planning for this year's Old Home Days, noting that resident Jamie Spector has joined the effort and is doing a lot to help coordinate arrangements. There also has been interest in holding a street dance in front of Positive Pie, which the organizers hope that the Select Board will endorse. Hearing no objections, Thayer stated that she will inform the organizers that the Select Board is in support of the street dance.

GREAT BROOK BRIDGE REPLACEMENT UPDATE AND CONTRACT

- Volz noted that the VHB contract does not define what the project is, but rather refers to it as "the project." Thayer stated two other issues that were raised by Volz and Farnham during the 6/11/19 special Select Board meeting regarding changing the text from "under Massachusetts law" to "under Vermont law" and wording having to do with the allocation of risk. Thayer will send these points to VHB for consideration.

EMERGENCY MANAGEMENT

- UPDATE

- AUTHORIZATION TO TRANSFER 2018-2019 UNEXPENDED EMERGENCY MANAGEMENT FUNDS TO THE RESERVE FUND FOR THE EMERGENCY OPERATIONS CENTER AND SHELTER

- Thayer gave an update on what has been expended from this year's Emergency Management budget and proposed that the Select Board approve moving \$2,595 into the reserve fund to provide flexibility for Emergency Management and shelter needs. Thayer explained that without moving the sum into the reserve fund, the money would not be expended and go towards reducing the tax rate. Farnham stated that she was not inclined to move the funds given that \$1,500 was the amount that had been allocated for the Emergency Management line item during the budget process, and instead offered a compromise amount of \$1,000 to be moved over to the reserve fund with the remaining funds going back to the Town. **Farnham made a motion to move \$1,000 into the Emergency Management reserve fund with the remainder going back to the Town. The motion was approved.**

RAMP UPDATE - JIM VOLZ

- AUTHORIZE REIMBURSEMENT TO JIM VOLZ FOR RAMP MEETING PIZZA/DRINKS

- Volz reported that the RAMP meeting consisted of four breakout sessions and briefly described the content of the session he attended. Discussion followed on reimbursing Volz for funds he contributed toward food and drinks for the two RAMP meetings. Volz noted that he is waiting for receipts, which should add up to around \$90. **Farnham made a motion to reimburse Volz for pizza and drinks for the RAMP meetings up to \$90. The motion was approved with Volz abstaining.**

US 2-MAIN STREET INTERSECTION UPDATE

- EMAIL FROM ERIN PARIZO, VTRANS ENGINEER AND PROJECT MANAGER

- DESIGNATION OF SELECT BOARD LIAISON FOR ROUTE 2-MAIN STREET INTERSECTION FOR VTRANS ONGOING WORK

- Thayer noted that someone needs to be designated from the Select Board as a contact person with VTRANS for the Route 2-Main Street intersection project. The Select Board briefly reviewed the plans that VTRANS had recently forwarded to the Town. Volz agreed to serve as the contact person.

APPROVE CONFLICT OF INTEREST POLICY

- After a brief discussion on minor changes that had been made by Thayer, **Volz made a motion to approve the Conflict of Interest policy that was circulated by Thayer with the understanding that Thayer will only modify the footer information. The motion was approved.**

APPROVE MINUTES OF MAY 28, JUNE 11, AND JUNE 13, 2019

- After a brief discussion on the wording regarding the Select Board moving into executive session, **Farnham made a motion to approve the minutes from the 5/28/19 Select regular Select Board meeting as amended. The motion was approved.**
- **Volz made a motion to approve the minutes from the 6/11/19 special Select Board meeting as written. The motion was approved.**
- **Volz made a motion to approve the minutes from the 6/13/19 special Select Board meeting as written. The motion was approved with Farnham abstaining because she did not attend.**

AGENDA ITEMS FOR JULY 22, 2019 MEETING

- Memorandum of Understanding for the Central Vermont Regional Planning Commission

OTHER BUSINESS

- There was no other business.

ADJOURN

- **Farnham made a motion to adjourn at 9pm. The motion was approved.**

Respectfully submitted by Cindy Wyckoff