

**Town of Plainfield
Select Board Meeting
April 24, 2017
Draft Minutes**

PRESENT: Ross Sneyd (Select Board Member), Betsy Ziegler (Select Board Chair), Alexandra Thayer (Select Board Member), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Michael Billingsley (Emergency Management Director), Tim Phillips (Resident), Pat Travers (Staff Sterling Management), Eric Blaisdell (Times Argus), David Strong (Resident), Laura Ziegler (Resident), Ryan Gillard (Resident), George Cushing (Town Constable), Lieutenant Matthew Nally (Vermont State Police), Sergeant Ray LeBlanc (Vermont State Police), and Trooper Jon Prack (Vermont State Police).

Betsy Ziegler called the Select Board meeting to order at 6:34pm.

AGENDA

- Review Agenda
- Public Comment/Announcements: Riparian Buffer Tree Planting, Green-Up Day
- Town Clerk's Report: Approve Warrants, other Items
- Road Report
- Lower Village Pedestrian Bridge: David Strong and Pat Travers
- Town Hall Opera House: Painting Contracts, Management, and Plans for the Addition
- Lt. Matthew Nally
- Constable George Cushing
- Constable Job Description
- Bus Shelter
- Town Meeting Specially Warned Article
- Website
- Approve Minutes 4/10
- Other Business
- Adjournment

REVIEW AGENDA

Ross Sneyd made a motion to adopt the agenda as written. Alexandra Thayer seconded the motion. The motion was approved.

PUBLIC COMMENT/ANNOUNCEMENTS: RIPARIAN BUFFER TREE PLANTING, GREEN-UP DAY

- Emergency Management Director Michael Billingsley announced that the board of directors of the Maple Hill School and Farm have agreed to make its two buildings available for public shelter use during emergencies for those living on the south side of the Winooski River who cannot make it to the Haybarn at Goddard College. The Red Cross will be conducting a survey to help determine what additions or changes are needed to make it more comfortable and useful.

- Billingsley corrected the dates stated in his announcement at the last Select Board meeting of two upcoming presentations. The public informational meeting about how the Great Brook behaves will be held at 1pm on 6/10/17 at the Town Hall Opera House. The meeting regarding best practices for private road and driveway management will be held on 6/17/17 at the Old Schoolhouse Common in Marshfield.
- Ziegler announced that the Resiliency Committee will be doing a riparian buffer planting on 4/26/17 between 3pm and 6pm at the Recreation Field where the old picnic shelter was located. Anyone interested in volunteering should go there with gloves and a shovel.
- Ziegler stated that the Tree and Shrub Sale's pick-up day is 4/29/17. Check on Front Porch Forum for the location.
- Ziegler stated that Green-Up Day is happening on 5/6/17. The Conservation Commission will be coordinating activities, and snacks and bags will be available at the Recreation Field. Emergency Management Director Michael Billingsley will be giving out copies of a home emergency planning guide from Vermont Emergency Management to Green-Up Day participants.
- Ziegler noted that Plainfield's Old Home Days has been scheduled for 9/9/17. Anyone interested in helping to organize the event should contact either Ziegler or Town Clerk/Treasurer Linda Wells.

TOWN CLERK'S REPORT: APPROVE WARRANTS, OTHER ITEMS

- **Sneyd made a motion to approve the Positive Pie catering permit application, which includes serving alcohol, for Becky and Bob Atchinson's wedding celebration at the Town Hall Opera House on 5/28/17. Thayer seconded the motion. The motion was approved.**
- Sneyd presented the following Fleet and Single Vehicle Permit applications:
 - Gregory A. Bartlett/GSB Excavating (Fleet)
 - Kelley-View Farm (Fleet)
 - N.A. Manosh (Fleet)
 - Darcy Nelson (Single Vehicle)

Sneyd made a motion to approve the above Fleet and Single Vehicle Permit applications. Ziegler seconded the motion. The motion was approved.
- Town Clerk/Treasurer Linda Wells stated that she recently received a proposal from Jason Cushing for this season's mowing of Town properties. The proposal amount is the same as last year. Wells noted that mowing will begin in May and last until at least October. **Sneyd made a motion to approve Jason Cushing's mowing proposal. Thayer seconded the motion. The motion was approved.**
- Wells presented a reimbursement request to VTRANS for the Main Street Pedestrian Bridge project. The reimbursement request was created by consultant Pat Travers in the amount of \$3,982.50. **Sneyd made a motion to submit the reimbursement request for \$3,982.50 to VTRANS for the Main Street Pedestrian Bridge project. Ziegler seconded the motion.** A brief discussion followed regarding an increase in the cost of the project, which Wells explained does not affect this reimbursement amount and which will be more fully discussed later in the meeting. **The motion was approved.**
- Ziegler requested that old trees that have fallen in the island between the Recreation Field and Recreation Field Road be removed to improve the appearance of the sign area and flower bed. Road Foreman Mike Nolan agreed to look into the situation.

ROAD REPORT

- Road Foreman Mike Nolan stated that the mud is finally drying up, but there are spots in shade areas that are still thawing out.
- Sneyd presented an application from Robert A. Bridges for an access permit at 1066 Middle Road. Nolan noted that there is good visibility and no need for a culvert, therefore sees no problem with the curb cut. **Sneyd made a motion to approve the access permit application for Robert A. Bridges at 1066 Middle Road. Thayer seconded the motion. The motion was approved.**
- Sneyd presented four warrants for approval. **Sneyd made a motion to approve the warrants dated 4/13/17, 4/21/17, 4/21/17, and 4/14/17. Ziegler seconded the motion. The motion was approved.**
- Nolan stated that the Road Crew will be down one person for two weeks, but believes that he and the other crew person can do the street sweeping. A brief discussion followed regarding the use of a paddle instead of a power broom to reduce the amount of dust.
- Wells noted that the line painting on the crosswalk going to the Recreation Field has worn off. Ziegler will contact L&D Line Painting to repaint.

WEBSITE

- Sneyd presented a proposed job description for a part-time webmaster to maintain the Plainfield website and potentially do some social media posting. There is \$3,700 left in the website budget for between now and the end of June and \$3,500 for the 2018 fiscal year starting on 7/1/17. Sneyd noted that the hope is that someone can be found relatively soon to do some research beyond what Sneyd has already done in determining an appropriate website company. It was decided that the job description should not include a specific hourly rate nor the maximum number of work hours as stated in letter J, that it should be advertised via Front Porch Forum and Plainfield People, and that applications should be sent to the Town Clerk's office by mail or email by 5/12/17. **Sneyd made a motion to adopt the job description as written with the deletion of letter J. Thayer seconded the motion. The motion was approved.** Sneyd will post the information to the social media sites tomorrow.

LOWER VILLAGE PEDESTRIAN BRIDGE: DAVID STRONG AND PAT TRAVERS

- Ziegler welcomed Dave Strong and Pat Travis, who were present to discuss the Lower Village Pedestrian Bridge project. Travis noted six major areas to be discussed: 1) review of the project's origins; 2) review of the current design and how it was developed; 3) a project update; 4) a proposed contract amendment for the Dufresne Group; 5) the need to apply for additional funding for the project; and 6) a signature needed for some permit applications. Strong reviewed the successful grant application that was funded by VTRANS at \$393,000 with a 10% match from the Town and noted the appointment of an advisory committee for the project that consists of Karl Bissex, Tim Phillips, Dave Diamantis, Laura Ziegler, and himself. Strong presented several design drawings of the proposed 65-foot long pedestrian bridge and route of the new sidewalk from the Mill Street parking area to a crosswalk traversing Route 2 to the Town Hall Opera House, stating that the project addresses the safety problem of getting from the Lower Village to the Town Hall Opera House and beyond on foot. Discussion followed on the location of the Route 2 crosswalk, proposed and potential crosswalk warning signs, design and materials for the pedestrian bridge railing and walkway, and the upcoming finalization of the drawings by VTRANS. Strong presented excerpts of

Select Board meeting minutes from February 2016 related to the project, noting a motion passed to allocate \$30,000 from the Batchelder Fund toward the Town's share of the project's cost. Travis noted that because of the width of the existing right of way, VTRANS has determined that neither permanent nor temporary easements are needed for the project. Travis stated that the total construction cost has increased and is now estimated at \$419,000 due to the need to install pilings to hold up the bridge and construction of a retaining wall. Travis noted that with a slight modification to the overall design of the project, which includes putting more riprap along the riverbank, a much smaller retaining wall can be built that will save the project more than \$29,000 and reduce construction costs to \$389,560. After some discussion, it was determined that the increase of the total project cost totals \$105,000. Strong noted that he is looking for Select Board approval to apply for a second round of VTRANS funding to make up for some of the cost overage and discussion ensued as to the specific amount and ways in which the Town might come up with its increased share. **Sneyd made a motion to authorize a grant application to be submitted to VTRANS for the additional cost of the Pedestrian Bridge project. Ziegler seconded the motion. The motion was approved.** Travis noted that in order to get the project cost down from \$419,000 to \$389,560, the Select Board needs to approve an amendment to the contract with the Dufresne Group to redesign the retaining wall at a cost of \$1,500. **Sneyd made a motion to authorize the redesign of the retaining wall by the Dufresne Group at a cost of \$1,500. Ziegler seconded the motion. The motion was approved.** Ziegler and Sneyd thanked both Travis and Strong for their work on the project.

LT. MATTHEW NALLY

- Ziegler welcomed Lieutenant Matthew Nally, Sergeant Ray LeBlanc, and Trooper Jon Prack from the Vermont State Police. Ziegler stated the Town's need to replace outgoing Town Constable George Cushing and invited the officers to talk about the different levels of authority and associated training for municipal constables. Nally discussed ways in which the State Police can assist towns regarding their safety concerns. Trooper Prack described his community outreach role working together with a range of town officials and residents to determine specific concerns and how to resolve them. Discussion followed regarding heightened security concerns in the community, what Plainfield is currently doing as a town to make the community safer and more livable, the sometimes lengthy response times for the State Police, a description of what the Vermont State Police does under special contract with the Town of East Montpelier, how the problem of substance abuse drives crime, and the goal of policing to rid a community of criminal behavior. Ziegler stated that she will follow up with Nally regarding the idea of holding a community forum in Plainfield.

CONSTABLE GEORGE CUSHING

- Wells noted that she had received a call today about problems with people partying, littering, and smoking marijuana in the parking lot before the trailhead on Spruce Mountain Road. There are also some people who have set up camp just before the parking lot, and the caller, who lives in the area, was concerned about septic issues. Constable George Cushing noted that he and then Select Board Chair Bram Towbin had paid a visit to the campers last year and thought that they had solved the issue. While the State has the authority to issue fines in such situations, Cushing believes that the Plainfield Zoning Administrator might as well. He agreed that he and the Town's Health Officer will look into the matter there and report back to the Select Board. Regarding the littering issue in the

parking lot, Cushing suggested the possibility of posting a “No Littering” sign with a warning that, if caught, a substantial fine will result. Sneyd will contact the League of Cities and Towns about regulations and costs regarding posting a sign.

- Ziegler invited Cushing to discuss his experience as Town Constable and offer any suggestions that may help in developing a job description. Cushing discussed the training that he had received when first taking on the position. He noted that one of the biggest reasons he is stepping down is that times have changed from when most of what he dealt with was youth at the Recreation Field, parking, and other minor incidents. He noted that an advantage that he had is that he had lived in Plainfield for many years, that he knew everyone, and that everyone knew him. Cushing stated that the job involves a lot of common sense, not jumping to conclusions, and showing discretion regarding when to call in county or state law enforcement. The Select Board thanked Cushing for coming in to speak tonight.

CONSTABLE JOB DESCRIPTION

- Ziegler requested that further discussion regarding the Constable job description be discussed later in the meeting due to time restraints at this point in the agenda.

TOWN HALL OPERA HOUSE: PAINTING CONTRACTS, MANAGEMENT, AND PLANS FOR THE ADDITION

- Dave Strong stated that he had received two bids for painting the Town Hall Opera House. While both qualified, one was substantially lower. His recommendation was to award the job to Greg’s Painting in the amount of \$15,890. A brief discussion followed regarding the condition of some of the clapboard siding, but that there was no available funding to replace it. **Sneyd made a motion to approve hiring Greg’s Painting at \$15,890 to paint the Town Hall Opera House. Thayer seconded the motion. The motion was approved.** Strong presented a copy of the Town Hall Opera House Management Plan to Thayer that details the capital improvement schedule. Volunteers will be painting the lower part of the building, which is not part of the Greg’s Painting contract. The back side of the building will not be painted due to the addition that is planned for it. In terms of colors, the trim and architectural features will be one color, the body will be a second color, and a third color will be for the doors and gable vent. Although he is getting some feedback from Chris Bellamy and David Sheets, the Select Board and Linda Wells ultimately will make the decision.
- Strong presented drawings of the proposed addition to the back of the building, noting that a zoning permit has already been granted from the Town. Plans to fundraise for the cost of the addition will begin later this week and it will likely be a multi-year campaign. Ziegler thanked Strong for all his work related to the Town Hall Opera House.

PEDESTRIAN BRIDGE PROJECT: CONTINUED

- Strong noted two permit applications that need Select Board authorization to submit for the Pedestrian Bridge project. For the first, **Sneyd made a motion to submit the Appendix B, Category 1 Self-Verification form to the US Army Corps of Engineers. Thayer seconded the motion. The motion was approved.** For the second, **Sneyd made a motion to submit the Application and Reporting form to the Vermont Department of Environmental Conservation Watershed Management Division River Program for a Stream Alteration permit. Thayer seconded the motion. The motion was approved.** Ziegler will leave the signed copies for Wells to make copies of and submit.

BUS SHELTER

- Strong stated that permission has been granted from the Vermont Agency of Transportation to site the bus shelter and a concrete firm needs to be hired to put down a concrete pad. Volunteers will be putting the rebar down. Work on the project needs to wait until after July 1st when there will be money for it in the budget.

CONSTABLE JOB DESCRIPTION: CONTINUED

- Thayer explained that she did not title the document a job description, but rather thought it best to describe what qualities the Town is looking for in the constable position for use in the search for a candidate. The document would be referred to as a “notice of anticipated opening for constable.” She noted that there is the option to add additional responsibilities at a later time if the Select Board decides, for example, to give the Constable ticket-issuing authority for ordinance violations. Michael Billingsley offered two suggested additions to the notice: 1) that the Constable accompany the Public Health Officer in the course of her duties; and 2) that the Constable be present at an emergency shelter to maintain order and when a quarantine is required. Thayer noted that the first point is already part of the statutory provisions for a constable. Discussion followed on including language requiring respect for diversity, the ability to deal with individuals with mental health issues, and the background evaluation process for constable trainees. It was decided that the notice would not include the paragraph on salary. **Sneyd made a motion to adopt the notice of anticipated opening for a constable with the deletion of the paragraph pertaining to pay and the addition of the following paragraph: “The constable for the Town of Plainfield is expected to treat all with fairness and consideration without regard to an individual’s sex, sexual orientation, gender identity, marital status, race, color, religion, national origin, immigration status, age, or disability.”** Thayer seconded the motion. The motion was approved.

MINUTES

- **Sneyd made a motion to approve the minutes from the 4/10/17 regular Select Board meeting as written. Thayer seconded the motion. The motion was approved.**
- **Sneyd made a motion to approve the minutes from the 4/13/17 special Select Board meeting as written. Ziegler seconded the motion. The motion was approved.**

OTHER BUSINESS

- A brief discussion centered on various agenda items to be considered at the 5/8/17 Select Board meeting.

ADJOURNMENT

The meeting adjourned at 9:08pm on a motion by Sneyd. Thayer seconded the motion. The motion was approved.

Respectfully submitted by Cindy Wyckoff