

**Town of Plainfield
Select Board Meeting
June 12, 2017
Draft Minutes**

PRESENT: Ross Sneyd (Select Board Member), Betsy Ziegler (Select Board Chair), Alexandra Thayer (Select Board Member, participating via telephone), Linda Wells (Town Clerk/Treasurer), Keith Swann (Videographer), Cindy Wyckoff (Minutes Recorder), Kathleen Hayes (Plainfield Constable, effective 7/1/17), Mike Nolan (Road Foreman), Chris Bellamy (Marshfield Resident, Plainfield Town Hall Opera House), Bram Towbin (Road Commissioner), and David Strong (Friends of the Plainfield Town Hall Opera House).

AGENDA

- Review Agenda
- Public Comment and Announcements: Safety Forum, Old Home Days, Act 46 Vote, Other
- Town Clerk's Report: Warrants
- Road Report
- Line Painting in Lower Village
- Friends of the Town Hall Opera House Agreement
- Website Applicant Proposals
- Constable: Next Step
- Approve Minutes
- Adjournment

Betsy Ziegler called the Select Board meeting to order at 7:04pm.

REVIEW AGENDA

Ross Sneyd added to the agenda an update on the Cutler Memorial Library planning grant proposal. Ziegler added the topics of legal counsel for personnel concerns, asbestos removal for the house on Cameron Road, and approval of new no-littering signs. A brief discussion followed on the amount of funding in the budget for upcoming work on the skateboard park at the Recreation Field. **Sneyd made a motion to adopt the agenda as amended. Ziegler seconded the motion. The motion was approved.**

PUBLIC COMMENT/ANNOUNCEMENTS

- Ziegler announced that a safety forum has been planned for 6/28/17 at 7pm at the Town Hall Opera House. Trooper Trevor Prack from the Vermont State Police will be conducting the forum. Everyone, even those who do not live in Plainfield, are encouraged to attend. Ziegler will create a poster and advertise the event on Front Porch Forum.
- Ziegler noted that organizers are needed for Old Home Days, which will be held on 9/9/17. Anyone interested should contact Ziegler or the Town Clerk's office.

- Ziegler reported that the rebuilding of the skateboard park will happen on 6/17/17 and 6/18/17 at the Recreation Field. Volunteers are needed in the afternoons on both days. Dan Gadd will be organizing the rebuild effort. Questions should be directed to the Town Clerk's office.
- Town Clerk/Treasurer Linda Wells reminded the public about the Act 46 merger vote that will take place on 6/20/17. Polls will be open between 8am and 7pm at the Town Clerk's office. Absentee ballots are now available by request. Sneyd noted that one more informational meeting will be held at 6pm on 6/13/17 at Twinfield Union School.

TOWN CLERK'S REPORT: WARRANTS

- Town Clerk/Treasurer Linda Wells presented a catering permit request from Positive Pie for a wedding at the Town Hall Opera House. **Sneyd made a motion to approve the catering permit for Positive Pie for a 7/8/17 event at the Town Hall Opera House. Ziegler seconded the motion. The motion was approved.**
- **Sneyd made a motion to approve two Fleet Permits, one for Black Rock Coal and the other for Grizzly Mountain Trucking. Ziegler seconded the motion. The motion was approved.**
- Wells presented an Agency of Transportation grant agreement for the Bean Road culvert project that will begin this summer. The sum of \$98,673.30 has been awarded. **Sneyd made a motion to approve the State of Vermont standard grant agreement for the Bean Road structure work. Ziegler seconded the motion. The motion was approved.**
- Wells presented a new Central Vermont Humane Society Holding agreement for stray dogs and cats. The agreement calls for the Town to use the facility as a shelter at a cost of \$50 per cat and \$100 per dog. **Sneyd made a motion to approve the Stray Animal Holding agreement with the Central Vermont Humane Society. Ziegler seconded the motion. The motion was approved.**
- Wells announced that Attorney James Barlow will hold an Open Meeting training program for Select Boards and other town committees in the area, planned for 8/1/17 at the Old School House Common in Marshfield.
- **Sneyd made a motion to approve the warrant of 6/9/17. Ziegler seconded the motion. The motion was approved.**

LINE PAINTING IN LOWER VILLAGE

- Ziegler reported that last year's cost for painting the stop sign markings in the Lower Village was \$1,432. **Ziegler made a motion to approve spending up to \$1,432 for line painting. Sneyd seconded the motion. The motion was approved.** Ziegler will contact the line painting company regarding the work.

ROAD REPORT

- Road Commissioner Bram Towbin reported that the League of Cities and Towns recently performed a safety inspection of the Town Garage, the Municipal Building, and the Water Department. Discussion followed on the requirement and cost of engaging flaggers for work on the roads, which costs \$600-\$800 per day, and the option of purchasing two flagging machines at \$5,000 each. Towbin will explore the issue, including a possible grant for the equipment and the idea of renting it out to other municipalities. Regarding results of the safety inspection at the Town Garage, Road Foreman Mike Nolan reported that the high-priority issues needing to be addressed are heat and

smoke detectors and the use of hard hats, and low-priority issues include an eyewash system and documenting monthly inspections of the fire extinguishers.

- Towbin reported that he had priced a “no outlet” sign for Recreation Field Road at \$60 and “no littering” signs at \$16 each. Towbin will find out more about available graphics for the “no littering” sign. The Select Board approved the wording in the mockup of the “no littering” sign. These signs will be placed at the Spruce Mountain turnaround, on Route 2, at the Park and Ride, at the Mill Street Park, at the Recreation Field, and at the Town Forest. Nolan noted that more stop signs are needed as well.
- Nolan noted that he and the Road Crew have been grading roads and reported that the culvert on Bartlett Road had come apart and is now repaired. The work on the box culvert on Bean Road will begin on 7/17/17.

FRIENDS OF THE TOWN HALL OPERA HOUSE AGREEMENT

- David Strong of the Friends of the Town Hall Opera House (Friends) presented the new one-year management contract for the facility, noting that the current contract with event managers Jade Walker and Sarah Lowry expires on 7/1/17. The Friends will be taking over the responsibilities with the help of the new website. The new contract is modeled on the previous one, with two additions: 1) the Friends will have use of the office space downstairs; and 2) the Friends will be permitted to use the building for its monthly meetings at no charge. The first annual meeting will be held on 6/19/17, where a new board member will be elected to replace outgoing Naomi Flanders and other activities will be discussed, including the paint colors for the building. **Sneyd made a motion to approve the management services contract agreement for the Town Hall Opera House, including use of the office space and use of the building at no charge for the Friends’ monthly meetings. Ziegler seconded the motion. The motion was approved.**
- Strong introduced Chris Bellamy, who has a master’s degree in Historic Preservation and is helping the Friends come up with a color scheme for painting the building’s exterior. Painting the building is scheduled to begin sometime between July and October of this year. Strong presented simulated representations of various color combinations for the building and Bellamy provided an historical background on colors commonly used on Greek Revival buildings of the period. Discussion followed on color considerations based on the specific features of the building. Sneyd offered to represent the Select Board on a committee that will make a final decision regarding color choices.

WEBSITE APPLICANT PROPOSALS

- After connecting Alexander Thayer by phone to the meeting, Sneyd provided background on the proposals submitted by each of the two candidates for the Plainfield webmaster position. The proposals weigh the pros and cons of using different platforms and different ways of managing content. Sneyd reviewed the conclusions drawn in each of the proposals and discussion followed regarding the features of each, the ease of use, and costs associated with setting up the site and updating content. The Select Board decided to further evaluate the options before making a final decision and Thayer agreed to do reference checks on the two candidates. The item will be placed on the agenda for the 6/26/17 meeting. Sneyd offered to coordinate any additional questions or comments from Select Board members regarding either the candidates or proposals prior to the 6/26/17 meeting. Sneyd agreed to contact Gabe Halberg and Ziegler will contact John Harrison, both of whom work in the field and might offer perspectives on the options.

CONSTABLE: NEXT STEP

- Ziegler welcomed Kathleen Hayes, the candidate selected to be Plainfield's new Constable. effective 7/1/17. Discussion followed on available trainings; costs associated with the trainings, including mileage reimbursement; and people Hayes should be talking with regarding details of what the position entails. **Sneyd made a motion to set the rate of pay for the Constable at \$16 per hour and begin paying Hayes for any hours worked, including mileage costs, prior to her start date of 7/1/17. Ziegler seconded the motion. The motion was approved.** Hayes will provide an update to the Select Board at its 6/26/17 meeting.

HOUSE ON CAMERON ROAD

- Road Commissioner Bram Towbin reported that three bids were received to test for/remove asbestos in the house at 280 Cameron Road that is scheduled for demolition. Three bids were received: \$500, \$800-\$1,000, and \$1,066. While stating that all were qualified to do the work, Towbin recommended the third bid because the organization is familiar with the property and has worked with the Two Rivers-Ottawaquechee Regional Commission (TRORC). The cost will be recovered through reimbursement from TRORC. **Sneyd made a motion to approve the estimate by KAS Environmental for the \$1,066 flat-rate fee for asbestos testing at 280 Cameron Road. Ziegler seconded the motion. The motion was approved.** Towbin noted that no one will be engaged until reimbursement approval is received.
- Regarding the request for proposals (RFP) for the demolition work, Towbin requested approval for he and Linda Wells to create an ad to publicize the RFP. **Sneyd made a motion to have Towbin and Wells create an ad publicizing the request for proposals for demolition of the Cameron Road property. Ziegler seconded the motion.** Thayer asked if the building might be moved and reused rather than demolished. Towbin noted that while materials can be recycled, receipt of the funding to purchase the property is contingent upon demolishing the building. **The motion was approved.**

CUTLER LIBRARY GRANT PROPOSAL

- Sneyd reported that due to the prospect of not receiving a lot of federal funding in the future, the State board that is considering the Cutler Library's planning grant proposal has asked some follow-up questions regarding the level of support from the Town. As a statement of support for the project, Sneyd is recommending that the Town of Plainfield cover the approximately \$250 cost for the Town Grant Administrator's time on the project. **Sneyd made a motion to agree that the Town will pay the \$250 for the Town's Grant Administrator to handle the work. Ziegler seconded the motion.** Towbin noted that an example of how the Town has shown support to the Library can be demonstrated by the fact that funding from the Town to the Library has increased a tremendous amount percentage-wise over the past five years. Ziegler also noted that another question posed by the State board asked if the Town could grant funds to the Library from its revolving fund. Sneyd had responded to the question stating that the revolving fund is a loan fund, not a grant fund. Discussion followed on ways to emphasize the value that the Town puts on the quality programming that the Library offers to the community. **The motion was approved.**

MINUTES

- Review and approval of minutes from the 5/22/17 regular Select Board meeting and the 6/5/17 special Select Board meeting were tabled until the next regular meeting.

EXECUTIVE SESSION

- **At 8:36pm, Sneyd made a motion to go into executive session for the purpose of discussing personnel issues. Ziegler seconded the motion. The motion was approved.**

ADJOURNMENT OF EXECUTIVE SESSION AND RETURN TO OPEN SESSION

- The Select Board adjourned its executive session and went back into open session at 9:15pm.
- **Sneyd made a motion that Stephen Hogan be placed on paid administrative leave pending completion of an investigation regarding his performance as an employee of the Town of Plainfield. Thayer seconded the motion. The motion was approved.**
- **Sneyd made a motion that a letter be delivered to Hogan informing him of the decision. Ziegler seconded the motion. The motion was approved. Text of the letter follows.**

Town of Plainfield
P.O. Box 217
Plainfield, VT 05667

June 13, 2017

Dear Stephen Hogan,

This letter is to inform you that you have been placed on paid administrative leave pending completion of an investigation regarding your performance as an employee of the Town of Plainfield. You will have an opportunity to respond to the investigation.

Sincerely,

Betsy Ziegler
Chair, Plainfield Select Board

- **Sneyd moved that Bram Towbin be authorized to hire Brian P. Monaghan of Monaghan Safar Ducham, PLLC as an employment attorney. Thayer seconded the motion. The motion was approved.**
- **Sneyd made a motion to authorize spending up to \$2,000 for six-to-seven energy-efficient street lamps. Thayer seconded the motion. The motion was approved.**

ADJOURNMENT

- **Sneyd made a motion to adjourn at 9:22pm. Thayer seconded the motion. The motion was approved.**

Respectfully submitted by Cindy Wyckoff