

Town of Plainfield Special Select Board Budget Meeting
Tuesday, November 15, 2022 1 pm
Via Zoom
Minutes - Approved

Agenda:

- Commencement of meeting
- Changes to Agenda
- Announcements
- Public comment
- Budget meeting including:
 - Select Board/Municipal budget follow-up - Robin Miller, review of municipal/select board budget & receive recommendations from Town Clerk/Treasurer and assistant Town Clerk/Treasurer including employee insurance obligations, employee compensation, contracts for services, town clerk/treasurer office needs including supplies
 - Development Review Board, Janice Walrafen
- Agenda items for upcoming Select Board budget meetings

Present: Select Board members Chair Jim Volz, Sasha Thayer, and Riley Carlson. Also in attendance were Assistant Town Clerk/Treasurer Robin Miller and Janice Walrafen of the Development Review Board.

Changes to Agenda:

There were no changes to the agenda.

Announcements:

There were no announcements.

Public comment:

There was no public comment.

Budget meeting including:

Select Board/Municipal budget follow-up - Robin Miller, review of municipal/select board budget & receive recommendations from Town Clerk/Treasurer and assistant Town Clerk/Treasurer including employee insurance obligations, employee compensation, contracts for services, town clerk/treasurer office needs including supplies:

Miller described the Town Clerk's Office need for an administrative assistant who would also take responsibility for drafting the Select Board meeting minutes. She shared that Town Clerk Linda Wells had decided to reduce the budgeted hours for this position from 35 to 20 hours/week. Select Board members and Miller engaged in discussion of the pay rate for this position.

Thayer requested information regarding budgeting for the remainder of the Main St. bridge project. Miller shared that Town Clerk/Treasurer Linda Wells had not allocated money in the budget as the project was to be completed in the previous fiscal year.

Select Board members and Miller discussed the deadline for budget approval with Thayer stating the need for budget information related to employee insurance and pay rate considering Cost of Living Adjustment (COLA) the estimate of which will be available at the end of November 2022.

Miller proposed increasing the \$4,000 amount budgeted for Town Clerk's office computers as two computers require replacement.

Miller responded to Select Board members request to look into the amount budgeted for street light electricity as LEDs had been installed. Select Board members requested that Miller investigate maintenance service charges made by Green Mountain Power. Miller stated she will look into it.

Miller stated that catch basin, culvert project, and storm drain maintenance are budget items that will be addressed by Road Foreman Michael Bingham.

Miller stated that she will add the COLA to the line item for compensation for the highway department and report the updated amount to the Select Board at the end of November 2022. There was discussion amongst Select Board members and Miller of adjustment of compensation for retention of highway department employees.

Development Review Board, Janice Walrafen:

Walrafen suggested that the budget for the Development Review Board (DRB) be funded at the same amount as the previous year noting the all categories except postage were previously underspent. She stated that she would send the DRB report to Miller.

Select Board members, Miller, and Walrafen discussed plans for a retirement celebration for Town Clerk Linda Wells.

Agenda items for upcoming Select Board budget meetings:

This item was not discussed.

Adjourn: Thayer moved to adjourn the meeting at 3:33 pm. The motion carried unanimously.

Minutes respectfully submitted by Kristin Brosky, Town of Plainfield Administrative Assistant.