

Town of Plainfield Special Select Board Budget Meeting
Thursday, November 17, 2022
Via Zoom
Minutes - Approved

Agenda:

- Cutler Memorial Library, Angela Ogle
- Planning Commission, Will Colgan
- Highway Dept. follow-up, Michael Bingham
- Recreation Commission, Jamie Spector
- Conservation Commission, Serena Matt

Present: Select Board members Chair Jim Volz, Sasha Thayer, and Riley Carlson. Also in attendance were Assistant Town Clerk/Treasurer Robin Miller, Cutler Memorial Library Director Angela Ogle, Cutler Memorial Library Board of Trustees Interim Treasurer Bob Rosenfeld, Cutler Memorial Library Board of Trustees Co-Chair Grace Worcester, Cutler Memorial Library Board of Trustees Building Committee Chair Mary Trerice, and Plainfield Planning Commission Chair Will Colgan.

Volz called the meeting to order at 5:01 pm.

Cutler Memorial Library, Angela Ogle:

Ogle stated that the total appropriation the Cutler Memorial Library is asking to be placed in the town budget is \$45,000; this is \$5,000 over last year's budget of \$40,000. She explained that the increase is due to cost of living increases in employee pay and increased utility bills. She further explained that the Cutler Memorial Library is increasing their portion of the cost of operating the library by increasing the rent, increasing their annual appeal to more of their patrons, and through book sales. Ogle pointed out that, although the requested budget amount is higher than the previous year, the percentage of the Town budget remains the same. Carlson voiced support for the proposed budget, Volz agreed. Ogle also pointed out that the library has expanded their open hours to twenty-seven hours per week. Thayer asked Ogle to describe the library programming. Ogle shared that the library's circulation has continued to increase, particularly

children's circulation, and that the library has 861 active patrons. She shared that library programming includes family movie nights, robotics, children's story time, STEM programs, Lego challenge club, stop animation, teen writing group, and she stated that the library hopes to provide more adult programs in the new year. She shared that the library had collaborated with the Plainfield Recreation Committee to create artwork at the Recreation Field. She shared that the library had received a grant this year to contribute free books to every child at Twinfield elementary school, hold a literacy event at the school, and provide books to both the Cutler Library and the Twinfield Library. Ogle requested that the Select Board put an article regarding the \$45,000 appropriation to Cutler Memorial Library on the Town warning on behalf of the Cutler Memorial Library. Ogle stated that she had provided the annual library report to Assistant Town Clerk/Treasurer Robin Miller to be included in the Town Report. Thayer voiced her support for the proposed library budget. Volz explained that, due to this meeting not being properly warned, all official decisions regarding the budget will be taken up at a future Select Board meeting.

Planning Commission, Will Colgan:

Colgan stated that he had emailed a copy of the line items for the Planning Commission budget to Select Board members prior to this meeting. Thayer asked how the budget compares to last year. Colgan stated he had added just \$300 for consulting with the Central Vermont Regional Planning Commission and \$150 for a Pro Zoom account, he explained that the overall budget would be less than the previous year due to a lower consulting budget. He estimated that the total budget request is about \$1,150 which is down from last year's budget of about \$1,350. Thayer acknowledged the good work of Colgan and the Planning Commission. Thayer encouraged Colgan to submit the Planning Commission annual report to Miller for the Town Report. Select Board members voiced their support for the proposed Planning Commission budget and will hold a vote at the next Select Board budget meeting.

Highway Dept. follow-up, Michael Bingham:

Thayer shared that Bingham will attend the Select Board meeting on November 29, 2022. This item was not discussed at this meeting.

Recreation Commission, Jamie Spector:

This item was not discussed at this meeting.

Conservation Commission, Serena Matt:

This item was not discussed at this meeting.

Select Board members discussed the format of the Select Board budget provided by Town Clerk Linda Wells. Thayer stated her belief that the format is confusing and requested that Miller change the format in the future. Miller states she will propose changes for reformatting the budget in the future.

Thayer stated the need for a job description to be created for a Town administrative assistant who would assist both the Town Clerk and the Select Board. The Select Board members and Miller engaged in conversation regarding budgeting for this position as well as the Town maintenance manager position. They also discussed potential hourly pay rates for these positions. Thayer reviewed the job description for the Town maintenance manager. Thayer proposed increasing the Town maintenance manager budget from \$3,000 per year to \$4,500 per year. Miller provided information regarding the number of hours worked per month by the past maintenance manager. Carlson and Volz voiced support for the proposed \$4,500 maintenance manager budget. Volz stated that the final vote will take place at a future Select Board meeting.

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