

**Town of Plainfield Select Board Meeting,
December 6, 2022, 7 PM
Approved**

Agenda

Commencement of regular select board meeting

Changes to Agenda

Announcements

- Committees, boards & commissions needing you
- Town positions needing filling

Public comment

Town Clerk/Town Treasurer report, (Robin Miller, Town Clerk/Treasurer)

- Report on status of transition as Robin is now Town Clerk/Treasurer
- Need for additional municipal office staff - job description & approval
- RB Tech quote and approval
- Update re Town Report, including receipt of board, committee, commission reports for town report
- Final approval of 2023-2024 budget for Town Meeting
- Approval of warrants
- Approval of minutes inc. 11/1/22
- Approval of updated Personnel Policy

Capital planning with assistance of Christian Meyer, Central Vermont Regional Planning Commission

Responding to Jay Southgate inquiry re Old Firehouse 2022 to Town Meeting Day 2023

Update on Main Street Bridge Repair and Pedestrian Bridge Project

- Status of completion
- Updated cost and town share

Update re web page - Sasha Thayer

Other business

Agenda items for upcoming Select Board meetings

- December 20, 2022
- January 3, 2023

Adjourn

Present were Select Board Chair Jim Volz, Select Board Members Riley Carlson and Sasha Thayer, Bob Fancher (web administrator), Christian Meyer (Central Vermont Regional Planning Commission) and Eric Blaisdell (Times Argus). Town Clerk/Treasurer was not able to be present.

Commencement of Meeting: Volz called the meeting to order at 7:10 pm.

Changes to Agenda: Volz stated that Miller would not be able to be present at the meeting that evening. As a result, it was proposed to change the agenda to consider only capital planning as Christian Meyer of the Central Vermont Regional Planning Commission had made arrangements to make a presentation on capital planning to the Select Board and to receive a web

page update from web administrator Bob Fancher. All were in agreement to postpone consideration of other agenda items until Thursday, December 8, 2022 at 2 pm.

Public comment - there was no public comment.

Capital planning

Christian Meyer of the Central Vermont Regional Planning Commission provided an overview to the Select Board regarding the benefits of capital planning and the approaches that towns can take, including small towns like Plainfield. Meyer explained that he came to talk with the Select Board about the capital improvement planning process. Meyer describe capital planning as a schedule of how you're going to be investing in your town's infrastructure. He explained that the capital improvement process is a way to bring those projects the town identifies as needing attention together in a public way, so residents understand why projects are being addressed a certain way. Meyer also said that, typically, this process involves listing the projects where the projects are ranked by priority with some cost estimate included and a rough timeline of when the project will take place.

Meyer indicated the state recommends a minimum of capital planning for five years ahead, but he recommends planning for 10 years ahead. In terms of what a capital plan would contain, Meyer said that some towns focus just on roads and highways, while other towns include facilities in their capital plans. As to who would do this kind of capital planning in a small town like Plainfield, Meyer acknowledged that not every town has the staffing or volunteers available to do capital planning for their town, but said that some municipalities choose to appoint a person or group, to oversee developing a the capital plan for the town, then updates it annually and sends the governing body an annual recommendation for budgeting purposes. Meyer described how this group or person would reach out to the town's departments, see where their projects stand and put this together in a capital plan.

Regarding the availability of funding assistance to support this kind of capital planning, Meyer said there is some funding for capital planning and gave the example of Orange which obtained a municipal planning grant to hire a consultant to do an asset inventory and provide a cost estimate for needed improvements. Meyer said that the deadline for applying for funding for this kind grant has passed for getting funds for this year, and this the opportunity to apply for planning funding will next open up again in the Fall. Meyer said he would keep an eye out for other possible funding sources for planning for Plainfield,

Meyer provided examples of some Central Vermont towns and how they had approached the capital planning process and offered to send the Select Board information as to what other towns had done. Relating to funding for projects identified through the capital planning process,. Thayer asked how the town is supposed to pay for these projects given its limited resources as a small town. Meyer said that CVRPC is happy to be a partner in the process with Plainfield, but that the town may need to hire a consultant who specializes in municipal finance planning who could drill down into the town's revenues and expenses. Where the funding would come from to hire such a municipal finance planning consultant wasn't identified.

No decisions were made and discussing this further at the Select Board meeting on December 8th was considered.

Update re web page: Bob Fancher provided an update regarding the Town webpage. No action was taken.

Other business: There was no other business.

Agenda items for upcoming Select Board meetings

- December 8, 2022 at 2 pm - all other items on the December 6, 2022

Adjournment: Upon motion made and unanimously approved, the meeting adjourned at 8:18 pm.