

**Town of Plainfield Special Select Board Meeting,
December 8, 2022 by Zoom
Approved Minutes**

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**
 - **Approval of updated Personnel Policy**
- **Follow-up re capital planning recommendations from Christian Meyer, Central Vermont Regional Planning Commission**
- **Responding to Jay Southgate inquiry re Old Firehouse 2022**
- **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 inc.. Report from Road Foreman**
 - **January 3, 2023**
- **Adjourn**
-

Present: Select Board members Jim Volz (Select Board Chair), Riley Carlson, and Sasha Thayer. Also present were Town Clerk/Treasurer Robin Miller, Melinda Vieux, and Eric Blaisdell (Times Argus).

Jim Volz called the meeting to order at 2:05 pm.

Changes to Agenda:

There were no changes to the agenda.

Announcements:

Committees, boards & commissions needing you –

Volz urged residents to apply for Town committees, boards, and commission.

Town positions needing filling –

Volz stated that vacancies are listed on the Town website. Thayer stated the need for a Road Commissioner, Municipal Building Maintenance Person, and a Town Administrative Assistant. Thayer welcomed newly appointed Town Clerk/Treasurer Robin Miller.

Public comment:

There was no public comment.

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

Report on status of transition as Robin is now Town Clerk/Treasurer –

Miller reported feeling that the transition is going well and commended Assistant Town Clerk Carol Smith for sharing her wealth of knowledge.

Need for additional municipal office staff - job description & approval –

Following discussion about the Town Administrative Assistant job description, **Thayer moved to approve the Town Administrative Assistant job description as updated to exclude that the candidate need their own computer and to add “option to occasionally work remotely”, the motion carried unanimously.**

RB Tech quote and approval –

Following discussion about the computer technology needs of the Town Clerk’s office, Miller stated that she will contact RB Tech to discuss options.

Update re Town Report, including receipt of board, committee, commission reports for town report –

Miller states that she has collected all but the reports from Central Vermont Regional Planning Commission, CVFiber, Heath Officer, and the Energy Coordinator Report. She stated she’s reached out to the contacts and is awaiting response and shared that the Town Report should be completed on schedule.

Final approval of 2023-2024 budget for Town Meeting –

Eric Blaisdell asked for clarification of budget items. Thayer and Miller addressed his questions. Miller agreed to follow-up with Blaisdell following the meeting to provide further information regarding the Town Budget.

Thayer asked for clarification about how the increase in Town Budget will affect the tax rate, Miller stated that she can provide that information.

Thayer moved for approval of the Town Budget with a correction to the income line where \$1,200 should have been entered as \$12,000, the motion carried unanimously.

Approval of warrants –

Miller presented an Accounts Payable warrant for November 22, 2022 and Payroll warrants for November 25 and 30 and December 9, 2022 for approval. Volz asked for clarification regarding the payroll warrant, Miller explained the amount reflected past Town Clerk, Linda Wells, pay-out of vacation time. **Carlson moved to approve the Accounts Payable warrant for November 22, 2022 and Payroll warrants for November 25 and 30 and December 9, 2022, the motion carried unanimously.**

Approval of minutes –

There were no minutes presented for approval.

Approval of updated Personnel Policy –

This item will be discussed at the January 17, 2023 Select Board meeting.

Follow-up re capital planning recommendations from Christian Meyer, Central Vermont Regional Planning Commission:

This item will be discussed at the January 17, 2023 Select Board meeting.

Responding to Jay Southgate inquiry re Old Firehouse 2022:

Volz stated he would draft a letter to Jay Southgate regarding Southgate's interest in purchase of the Old Firehouse property; the draft would then be circulated to all Select Board members and Town Clerk Robin Miller for approval prior to being sent to Southgate.

Update on Main Street Bridge Repair and Pedestrian Bridge Project:

Status of completion –

Volz reported that he'd met with Project Manager Tammy Farnham and Daniels Construction Company and all agreed that the project is essentially done except for the line painting which will be completed in the Spring. Thayer suggested that the Select Board request a change order to address the need for a white line on the sidewalk side of the bridge. Volz suggested that in the meanwhile road markings proposed by Road Foreman Michael Bingham would provide some safety. Thayer stated that she would look into requesting a sign stating "Slow – Narrow Bridge Ahead".

Updated cost and town share –

Miller reported that she has not received an updated bill from Daniels Construction. Thayer suggested that this item be addressed at the January 17, 2023 Select Board meeting.

Update re web page - Sasha Thayer:

Thayer reported that the Town website will be updated by Bob Fancher and that members of Town committees, commissions, and boards will be able to be trained to do that posting for their web pages.

Other business:

Thayer suggested that the December 20, 2023 Select Board meeting be cancelled due to the holidays. Volz stated that he would send an email to the Town Clerk and Road Foreman to gauge their interest in postponing their agenda items to the following Select Board meeting prior to making a decision.

Agenda items for upcoming Select Board meetings:

December 20, 2022

- *Report from Road Foreman, Michael Bingham*
- *Approval of updated Personnel Policy*
- *Follow-up re capital planning recommendations from Christian Meyer, Central Vermont Regional Planning Commission*
- *Update on Main Street Bridge Repair and Pedestrian Bridge Project - updated cost and town share*

Adjourn: **Thayer moved to adjourn at 3:26 pm and the motion carried unanimously.**

Minutes respectfully submitted by Kristin Brosky, Town Administrative Assistant.