

**Plainfield Select Board Meeting Via Zoom
November 1, 2022
Draft Minutes**

Present via Zoom or Telephone

Jim Volz, Selectboard Chair; Sasha Thayer, Board Member; Riley Carlson, Board Member, Linda Wells, Town Clerk/Treasurer; Robin Miller, Assistant Town Clerk.Treasurer. Also present were: George Cushing. Bob Fancher, Alice Merrill, Lucy Blue, Betsy Ziegler, and Eric Blaisdell of the Times Argus.

Agenda

7 PM Commencement of regular select board meeting

7 PM Changes to Agenda

7 PM Announcements

7:05 PM Public comment

7:15 PM Town Clerk/Town Treasurer report, (Robin Miller, Assistant Town Clerk/Treasurer, Linda Wells, Town Clerk/Town Treasurer)

- General election planning and update

- Approval of warrants

- Approval of Brook Field Services Town Hall/Opera House generator maintenance contract

- Approval of minutes

- Board, Committee & Commission reports for town report deadline

- Budget meeting planning and budget finalization date

- Financial considerations for upcoming town needs

- Scheduling Select Board meetings for November and December 2022

7:45 PM Update on Main Street Bridge Repair and Pedestrian Bridge Project

- Schedule and completion goal

- Progress in assisting with challenges during construction for Town departments and for businesses

- Community initiatives

- Financial support for Town departments and Town businesses

8 PM Long term planning and addressing long term needs

8:15 PM Approval of contract for web administration

8:20 PM Other business

8:25 PM Agenda items for upcoming Select Board meetings

- November 15, 2022

- December 6, 2022

8:30 PM Adjourn

The meeting commenced with an Executive Session pursuant to 1 V.S.A. § 313(3) to discuss a personnel matter. The Select Board returned from Executive Session and explained that road department employee Casey Holmes' probationary period had ended on September 28, 2022, but the Board had not conducted a review of his performance and compensation until today, November 1, 2022. Jim Volz had met with Casey and Road Foreman Michael Bingham prior to

the Select Board meeting and presented the following motion to the Select Board: Volz moved to increase Casey Holmes hourly wage to \$24.15 per hour effective September 28, 2022 and the motion passed unanimously.

The Select Board meeting recessed until the start of the regular select board meeting at 7 PM.

Chair Jim Volz started the regular Select Board meeting at 7:02 pm.

Changes to Agenda: It was decided by unanimous vote to add two items to the agenda: 1. Whether to purchase a keypad lock for the Town Hall Opera House and 2. Whether to renew a sidewalk maintenance contract for the upcoming winter.

Announcements: The renovations to the Main Street bridge are almost complete. It is expected the bridge will be open by Thursday morning 11/3/22.

Public Comment: In response to a question from Sasha Thayer, George Cushing stated that the membrane is down on the Main Street bridge and milling of the pavement around the pot holes on Main Street near Mill Street had been done, thus making that area ready for paving along with the Main Street bridge on Wednesday.

Town Clerk/Town Treasurer Report (Robin Miller, Assistant Town Clerk/Treasurer, Linda Wells, Town Clerk/Town Treasurer)

- **General election planning and update:** Robin Miller reported that the Town has received 364 ballots so far; they are ready for election day; and there will be a Board of Civil Authority (BCA) meeting Nov. 3 at 10 am.

- **Approval of warrants:** Robin Miller requested approval of Accounts Payable warrants for October 12 and 13, 2022 and a payroll warrant for October 21, 2022. Riley Carlson moved for approval of these warrants and the motion passed unanimously.

- **Approval of Brook Field Services Town Hall/Opera House generator maintenance contract:** Riley Carlson moved to approve the generator maintenance agreement with Brook Field Services and the motion was approved unanimously, Jim Volz was authorized to sign the contract.

- **Approval of installation of a keypad lock for the Plainfield Town Hall-Opera House entrance.** The motion to approve this installation was approved unanimously.

- **Renewal of sidewalk clearing contract** with Kevin Hudson - Robin Miller reported that Kevin Hudson is offering renewal of this contract on the same terms as last year which are \$300 per storm and the Town being responsible for removing snow deposited on the sidewalk (for instance, from plowing). Jim Volz moved for approval of this contract with Kevin Hudson and the motion passed unanimously.

- **Approval of minutes.** Sasha noted that minutes for the September 20, 2022 Select Board Meeting haven't been approved and moved that these be approved. The motion passed unanimously.

- **Board, Committee & Commission reports for town report deadline:** Robin Miller has set a deadline for the submission of reports by boards, committees, and commissions of November 22nd. This is earlier than previous years, but she has already received some report.

- **Budget meeting planning and budget finalization date.** Assistant Town Clerk/Treasurer Robin Miller asked that the budget be finalized before Christmas. The Select Board agreed to meet on following dates: Nov. 10 from 7-10 am including the Highway budget and Select Board budget including insurance costs; Nov. 15 from 1-4 pm; Nov. 17 from 5-8 pm; Nov. 29 from 3-6 pm to finalize the budget. Sasha will send out emails to the various committees, boards and commissions to advise them of the budget meeting times and ask them to respond as to when they would prefer to appear.

- **Financial considerations for upcoming town needs:** Robin Miller said that she and Linda Wells had discussed this and identified problems with Town Office basement including moisture and rodents coming in. They had someone come look at the problem and will be receiving a proposal to address it. She and Linda also identified needing to review employee salaries as a financial concern for the Town.

- **Scheduled Select Board meetings for November and December 2022:** No change was made to the dates for the regularly scheduled Select Board meetings on the first and third Tuesday of the month (November 15, December 5, and December 20). Select Board meeting about the budget meetings are set out above.

Update on Main Street Bridge Repair and Pedestrian Bridge Project

The Bridge paving is expected to be complete by Wednesday evening Nov. 2, and so the bridge should be open for use later that evening or by Thursday morning. There were no requests by Town businesses for financial support during the bridge closure.

Long term planning and addressing long term needs

Two items identified were the need for a town-wide reappraisal and the condition of bridge wing walls in town. The Select Board agreed to take this issue up at a later meeting and, in the mean time, to have each Select Board member consider what items and concerns should be included in long term planning. Alice Merrill suggested using the resources of Christian Meyer of the Central Vermont Regional Planning Commission and that was supported by the Board. Jim Volz will contact Christian Meyer to see whether he could be available for the November 15 or December 6 meeting of the Select Board.

Approval of contract for web administration

Sasha Thayer reported that Bob Fancher had agreed to be the web administrator for the Town's web site. Sasha will circulate a contract for review and approval at our next meeting. In the meantime, Sasha moved that Bob be able to start providing these services immediately at a rate of \$30/hour. The motion was approved unanimously. Bob expected he would likely work no more than approximately 10 hours between now and the contract being approved at the next Select Board meeting. Sasha also moved that she be designated the Liaison with web administrator Bob Fancher and the motion passed unanimously. Jim Volz requested that she include other members of the Select Board on emails between her and website administrator Bob Fancher to keep the Select Board informed.

Agenda Items for Upcoming Meetings

November 15, 2022

- Road Foreman report (2nd meet
- Appointment of Robin Miller as Town Clerk/Treasurer effective December 1, 2022 to March 7, 2023 (Town Meeting Day)ing of the month)
- Update on Pedestrian Bridge project/Main Street bridge repair, inc. costs
- Long Term Planning
 - Christian Meyer, Central Vermont Regional Planning Commission (or Dec. 6)
 - Bridge wing walls
 - Town-wide reappraisal
- Approval of web administrator contract

December 6, 2022

- Report from ARPA advisory committee - George Cushing

Other business

There was no other business.

Adjourn

The meeting was adjourned at 8:13 pm by unanimous vote.

Minutes prepared by James Volz.