

Minutes of the Special Select Board Meeting, March 29, 2017

Howard Bronstein, Leslie Rule, and Winton Pitcoff were present. The meeting was called to order at 11:32 p.m.

The following goals were addressed:

Technology

Don Hall's written recommendations on Town Office copying and printing technology was reviewed. Leasing vs. purchasing a copier/scanner was discussed. Leslie will go over the manual for the Epson scanner. The purchase of a projector for use at board and town meetings was discussed. Leslie agreed to be the technology liaison.

Updated Operations Manual

In addition to updated job descriptions and policies the Board agreed to the inclusion of a deadline for the Select Board Meeting Agenda. Employees will be asked to review current templates for job descriptions while suggesting additions and deletions relevant tasks. Howard agreed to discuss job descriptions with each employee.

Board and Committee Liaisons

Winton was appointed as the Select Board designee to reach out to the Finance Committee, Agricultural Commission, Energy Committee, Conservation Commission, and Planning Board.

Leslie will reach out to the Plainfield Light & Communications Plant manager, Zoning Board of Appeals, Recreation Committee, Library Trustees, and School Committee.

Howard was tasked with reaching out to the Board of Health, Buildings Committee, Highway, Fire and Police Departments, and the Board of Assessors. A board, committee, or departmental chair, chief, or superintendent will be invited to attend the first Select Board meeting of the month. The Police Chief will be asked to attend the April 25, 2017 at 7:30 p.m.; The Planning Board will be asked to attend the May 23, 2017 meeting.

External Communications

Minutes will continue to be submitted to the Plainfield Post. In addition, the Board discussed writing a monthly article, rotating authors, of Select Board happenings.

Other Matters

Paula reported on the budget process pursuant to The By-Laws of the Town of Plainfield.

Information on the status and classification of Plainfield properties will be obtained from the Assessors' office.

A point person for grants was also discussed.

The meeting adjourned at 1:15 p.m.

Respectfully submitted,

Paula J. King
Administrative Secretary