

Minutes of the Select Board Meeting March 12th, 2024

Ben Gillett, Hilary Weeks, and Judy Cole were in attendance. The meeting was called to order at 7:00 p.m. The minutes were accepted as submitted.

Review list of Proposed Articles for the Annual Town Meeting Warrant, Board to vote to close the submission of Annual Town Meeting Articles:

Ben Gillett read the list of proposed articles for the Annual Town Meeting Warrant. Judy Cole moved to vote to put off voting to close the submission of annual town meeting articles until the next Select Board meeting so that several missing warrant articles can be added. The board voted unanimously to do this. Kimberly Longey also expressed being delayed with the Broadband budget so will have information for a warrant article soon.

Fire Department: David Alvord

Dave Alvord asked for the Select Board to review the new proposed OSHA regulations and, if they agree after reading them, if they could reach out to State Representatives to say that some of the new regulations will not work for the Town of Plainfield. The Board agreed to review the regulations. Dave agreed that the intentions are good but that Plainfield is already doing a great job at protecting its employees.

Discussion about proposed Technology Needs:

Judy Cole spoke about the feedback she received regarding Technology Needs. One issue is about the possibility of having Novis (IT support for the Town Offices as well as the Police station) on a retainer rather than hourly. Another issue is getting software that staff members need and about the importance of having a "comprehensive technology strategy plan." Judy suggested having a technology ad hoc working group of knowledgeable and experienced people in town. Kimberly Longey urged the town to double or triple the budget for IT Support, specifically software licenses. She felt that the town would save money if we consolidated software licenses. Kimberly agreed that we should see what it would take to have Novis on a retainer rather than hourly and also mentioned the importance of having both training as well as a password protocol.

Discussion about Executive Assistant to the Select Board, 90-day check in and rate of pay:

Hilary Weeks asked Shannon Dry how the Executive Assistant position is going and she expressed not feeling comfortable discussing some parts of the job at a Select Board meeting. They agreed to speak privately. Hillary asked Shannon if she feels like she's been getting the hang of the job and Shannon expressed that there's a few things on her job description that she isn't fully up to speed on and that she will reread the job description and make a list of things to go over with Hilary. Judy Cole expressed that a number of people in town have shared that they think that Shannon is doing a great job. She has received a lot of positive feedback on her helpfulness, demeanor, and knowledgeability. The Board agreed that taking on a small town like Plainfield isn't an easy task. Hilary expressed being personally happy with how everything is going. Shannon thanked the board. Sandy Morann brought up that the meeting minutes haven't been in the Plainfield Post since October 2023. Shannon explained that she wasn't aware of this until Thelma brought this to her attention last week. She agreed to make an effort of doing this moving forward and explained that the minutes will be caught up soon and posted to the website as well as the Plainfield Post moving forward. Judy Cole mentioned the rate of pay and asked whether or not it would be an Executive Session conversation and Kimberly Longey said that it's an open conversation. Hilary Weeks said that she would look into the Selectmen's handbook and Judy Cole said that they should also consult the Finance Committee regarding the rate of pay for the Executive Assistant. This will be discussed at a future meeting.

Recreation Committee: A Letter of Recommendation was submitted by Heather Davis to recommend that Ed Morann be added to the Rec Committee. The Board voted unanimously to add Ed Morann as an alternate on the Recreation Committee.

Miscellaneous Mail and Meeting Notices:

- Letter from the Commonwealth of Massachusetts informing that Plainfield's Chapter 90 apportionment for Fiscal Year 2025 is \$188,462.89

- Letter from Department of Veterans Services providing information regarding the renewal of Plainfield's membership in the Upper Pioneer Valley Veteran Services district. Judy Cole moved that the board Select Board vote to continue

membership and to sign the Veterans Services agreement. The board voted unanimously to continue membership and Ben Gillett signed the letter.

-Letter from Judy Gowdy regarding the condition of West Street. Judy Cole read the letter and there was a discussion about the condition of West Street. Chief Litchfield confirmed that the road condition is bad and that he recently helped change a flat tire on West Street Road that was due to a pothole.

-Letter of Resignation from Amelia Dwyer, Treasurer. The Letter was accepted with regret and appreciation from the Select Board.

Warrants were signed.

A motion to adjourn was approved at 8:16 PM.

Respectfully submitted,

Shannon Dry