

# Preliminary Minutes

## Town of Plymouth, Vermont

### Select Board - Regular Meeting

Monday, February 5, 2024 @ 6:00 PM

**Board Members Present:** Jay Kullman Keith Cappellini Rick Kaminski

**Staff Members Present:** Angela Kissell Elaine Pauley

**Others Present:** Bruce Pauley

**Present via Zoom:** Craig OBriskie Michelle Pingree

1. Call Meeting to Order:
  - a. Jay Kullman called the meeting to order at 6:00 pm.
2. Consideration of Any Changes, Additions or Removals to the Agenda:
  - a. Jay Kullman made a change to add Human Resources – Executive Session.
3. Approve Meeting Minutes:
  - a. **Jay Kullman made a motion to approve the Regular Meeting Minutes from January 16, 2024. Keith seconded the motion. The motion carried.**
  - b. **Jay Kullman made a motion to approve the Special Meeting Minutes from January 26, 2024. Keith seconded the motion. The motion carried.**
  - c. **Rick Kaminski made a motion to approve the Special Meeting Minutes from January 29, 2024. Jay Kullman seconded the motion. The motion carried.**
4. Review and Approve Company/Cost of Digitizing Land Records:
  - a. The Select Board had three quotes to look at for digitizing the land records.
  - b. **Jay Kullman made a motion to approve the quote from Cott Systems – Contract for Land Record Backfile Services. Keith Cappellini seconded the motion. The motion carried.**
5. Discussion on Department Procedures:
  - a. There was a discussion about departments having written procedures for each function of their job.
  - b. Jay Kullman has a document that he wants to share with us, via email, and then we can regroup at the next meeting on this.

6. Town Owned Real Estate:
  - a. Jay Kullman had received a letter from Golden Land. Golden Land was making an offer to purchase land (parcel id 001225) that the Town currently owns.
  - b. Jay Kullman read the offer.
  - c. **Jay Kullman made a motion to decline the offer. Keith Cappellini seconded the motion. The motion carried.**
  - d. After the Select Board declined the offer there was a discussion with regard to the parcels of land that the Town owns.
  - e. Elaine Pauley was going to reach out to Steve Ankuda, Towns Attorney for real estate tax sales and see what estimated legal fees would be.
  - f. Angela Kissell asked if it was okay to list the real estate on the Town's website as she had already set up a line item for Town Owned Real Estate. The answer was yes.
  - g. Elaine Pauley was also going to have a conversation with the Listers with regard to value.
  
7. Re-Appraisal Funds:
  - a. Elaine Pauley stated that she worked with Cynthia from NEMRC and the deposit numbers for the reappraisal account are accurate.
  - b. Elaine Pauley also noted that the Town would like to close the three accounts with Citizens Bank and transfer the funds to the existing M&T Bank account, if approved by the Select Board.
  - c. There was also discussion around the Cemetery Commission funds account. Elaine Pauley as well as Andrew Crossman are the authorized signers on the account.
  - d. **Jay Kullman made a motion to approve the closure of the three Citizens Bank accounts pending Cynthia Stoddard's from NEMRC recommendation. Rick Kaminski seconded the motion. The motion carried.**
  
8. Other Business:
  - a. Elaine Pauley added that the Town Clerk's office big copier/printer contract is ending with McGee. McGee will take the existing copier/printer out and bring in a new one. Elaine was going to ask the salesman if the new copier/printer was compatible with Windows 11.
  
9. Set the Date for the Next Meeting:
  - e. Next meeting set for Monday, March 18<sup>th</sup> at 6:00 pm.
  
10. Possible Executive Session:
  - a. Went into Executive Session at 6:40 pm.
  - b. Came out of Executive Session at 7:14 pm.
  
11. Adjourn:
  - a. **Rick made a motion to adjourn the meeting at 7:15 pm. Jay seconded the motion. The motion carried.**

Respectfully submitted,

Angela Kissell  
Town Clerk  
Recording Secretary

## **Select Board**

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Jay Kullman, Chair

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Rick Kaminski

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Keith Cappellini