

## **Town of Plainfield – Annual Town Report – Fiscal Year Ending June 30 2020**

The Board of Finance is pleased to present the Town's 2018-2019 Annual Report. We thank everyone who helped with it's presentation. Comments and suggestions for future reports are most welcome.

The first section of this presentation is devoted to Department, Board, and Commission reports, while the back section is a reproduction of our auditor's report for the fiscal year.

### **BOARD OF FINANCE**

**THOMAS SINKEWICZ, CHAIRMAN**

**TRAVIS IRONS, VICE CHAIRMAN**

**THEODORE DUMAINE, SECRETARY,**

**KIMBERLY L MEDLIN**

**DON KIVELA**

**GARY STALABOIN**

**MATTHEW R RADANT, ALTERNATE**

**KEITH SHEELY, ALTERNATE**

## Town of Plainfield – Annual Town Audit Report ending June 30 2019

### **Town of Plainfield – Annual Town Report – Fiscal Year Ending June 30 2020**

#### **Board of Finance**

The Board of Finance has held 17 meetings this year and all regular meetings were held on the 3<sup>rd</sup> Wednesday of every month. It's important to note that the March 18, 2020 and April 15, 2020 regular meetings were cancelled due to the Covid19 Virus that began to spread throughout the state and country earlier that month. We also suspended our budget calendar meetings that were scheduled for spring 2020, due to Covid19. The Board of Finance started meeting again on April 22, 2020, virtually by utilizing the Zoom meeting program online. From then on we continued to have our board meetings virtually via Zoom through the end of the fiscal year on June 30, 2020.

The Board of Finance had one vacancy for an Alternate Position this year and filled that seat at the November 20, 2019 regular meeting.

Due to Covid19, the Governor of the State of Connecticut had a series of executive orders in place to limit the number of people who could be in a building with each other and to allow towns to act on their annual proposed budgets in less conventional ways than what towns are accustomed to. The Board of Selectman and Board of Finance worked together virtually to review the proposed budgets and also give the public the opportunity to reach out and give feedback virtually at Zoom meetings and as always by phone or email. This was the best we could do since we would not be able to have in person public hearings or town meetings regarding the budget due to Covid 19. On Monday May 4, 2020, The Board of Finance had a virtual special meeting to discuss and act upon the proposed Fiscal Year 2020 / 2021 budget. The Board of Finance voted and approved the budget proposal with a grand total of \$48,528,552.00 and the Mill Rate remained set at 28.33 (zero mill increase). It was then sent to the Board of Selectman for final approval.

# Town of Plainfield – Annual Town Audit Report ending June 30 2019

## **Board of Finance**

The firm, Marcum LLP was appointed to conduct the town's annual audit of its records. Due to some delays, the town was granted extensions for completing the audit and finished it later than usual. The audit was completed and approved by the Board of Finance at a special meeting held on June 10, 2020 virtually on the Zoom program.

Submitted Respectfully by:

**Thomas J. Sinkewicz**

**Chairman**

**Board of Finance**

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## BOE

### Plainfield Public Schools – Annual Town Report

Plainfield Public Schools include: Early Childhood Center (ECC) all preschool students (96) and a Family Resource Center, Moosup Elementary School Grades K-3 (MES) with 290 students, Shepard Hill Elementary School Grades K-3 (SHE) with 290 students, Plainfield Memorial School Grades 4-5 (PMS) with 290 students, Plainfield Central School Grades 6-8 (PCS) with 490 students, and Plainfield High School Grades 9-12 (PHS) with 589 students. (Total = 2045)

Plainfield Public Schools are engaged in a strategic process of transforming itself. The Board of Education (BOE) adopted a mission and six core strategies to improve our schools: ***To prepare all students to lead safe and healthy lives with the skills to become productive members of the community and the workforce.***

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### BOE

1. Ensuring all students meet rigorous standards;
2. Ensuring the highest quality staff;
3. Improving personalization and response to diversity;
4. Increasing parental and community engagement;
5. Promoting safe, healthy and effective learning environments; and,
- 6. Optimizing resources to promote student achievement.**

Each school establishes annual goals for student growth and school improvement aligned to the district's strategic plan. As a result of the strategic plan, Plainfield is improving teaching and learning at every grade level by providing universal Pre-K, Full-Day Kindergarten, increased access to technology (1:1) in Grades PK-12 and free PSAT and SAT testing for all Grade 9-12 students at Plainfield High. PHS has also initiated more career strands for students including A CNA program and a Manufacturing program both funded in part by state grants and donations.

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### BOE

In support of these efforts, the district implemented wireless technology access at all schools; initiated a new student information system (SIS) which includes a parent portal to follow student progress, a home messaging system and new district website; strengthening parent support through a family support specialist and adopting a collaborative self-insurance program (ECHIP) for cost efficiencies. Curriculum upgrades follow a schedule in a five-year cycle. A teaching and learning council (TLC) monitors the progress of the curriculum renewal cycle as well as teacher evaluation, professional development and assessment. The educator evaluation system is fully operational based on student-growth. Project 2020, a long-range facilities study guides capital improvements and is now under revision for a new five-year plan.

The district has received State grant awards in the areas of technology, security improvements and early childhood programs. The 2020 Pandemic crisis resulted in all schools moving to a remote learning model for the remainder of the school year beginning March 17, 2020.

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Summer programs were predominantly remote and the school year 2020/2021 was required to have three plans (Full, Hybrid and Remote) to be available in the event of rising cases of COVID. A result of the pandemic was a limitation on programs and services which resulted in a budget savings of more than \$500,000. These funds were allocated to a non-lapsing, set-aside fund at the Town to support school future needs. In addition, Plainfield would receive \$347,000 in CARES Act funding (ESSER) and \$490,000 in Coronavirus Relief Funds (CRF) to offset executive orders requiring every district to plan for social distancing, personal protective clothing (PPE), safety, technology, staffing and social and emotional support. These grants together with the 2% set aside assure the town that the school system can maintain service during the pandemic without exhausting the budget appropriation and grant resources. Collectively, the combined state, federal, and discretionary grants total more than \$3 million support Plainfield education.



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### BOE

One of the most important strategies used by the district for improvement is clear and open communication and engagement. Every school has a governance or school improvement council to advise on ways to improve. An annual climate survey engages parents in reviewing school programs and services.

Over the past seven years student poverty as defined by free and reduced lunch counts has risen from 28% to 57%. The increase of families with financial concerns prompted Plainfield to host a subsidized breakfast and lunch program. To meet a changing population, Plainfield Schools expanded its preschool and Kindergarten programs and instituted free SAT & PSAT testing at Plainfield High. Plainfield offers access to a free regional adult education program to increase learning and career opportunities for residents. Plainfield also established a mobile library “***The Discovery Bus***” which provides summer reading and storytelling opportunities for children.



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### BOE

Plainfield sends students to three area full-time magnet schools, ACT – Arts at the Capitol Theater, the Science, Technology and Engineering Magnet School, and the Quinebaug Valley Middle College High School as well as Ellis and Norwich Technical Vocational Schools. These magnet schools address the needs of many of our students who are looking for alternative educational experiences.

Our athletics and co-curricular programs engage many of our grade six through twelve students with a host of districts in our region. Despite the moderate size of Plainfield with a high school of 600 students, PHS has attained a number of honors and achievements such as State and Regional Marching Band Champions and a number of State and division athletic titles. Most notably, Plainfield schools continue to be recognized by the State with Moosup Elementary receiving a rating of Category #1 with Distinction, Shepard Hill Elementary rated Category #2 with Distinction, Plainfield Memorial and Plainfield Central Schools rated Category #2 and Plainfield High School rated Category #3. In the state's ranking system of Categories 1-5, the rating of Categories 3, 2 and 1 represent the status of meeting expectations, proficient and exemplary respectively.

PLAINFIELD POLICE DEPARTMENT

Over the past fiscal year July 2019 through June 2020, the Plainfield Police Department has continued to pursue grants to help the Department obtain needed equipment and to provide extra enforcement patrols for DUI.

The Plainfield Police Department Special Investigations Unit centers on the investigation of major crimes including, but not limited to, robberies, physical assaults, sexual assaults, high value financial crimes, fires and narcotics related investigations. In addition, all suspicious deaths are investigated by the Special Investigations Unit including fatal motor vehicle crashes, overdoses, and homicides. The Department investigates over 50 sexual assaults each year, many of which include children victims.

The Special Investigations Unit is designed to staff a Detective Sergeant, two Detectives, and a Community Resource Officer. However, due shortages, there is only a Detective Sergeant and one Detective that are currently assigned to the unit.

PLAINFIELD POLICE DEPARTMENT

When filled, the Community Resource Officer, in addition to assisting the Detectives, has the primary goal of strengthening community relations by working in schools and neighborhoods throughout the community. In the course of investigations, a Crime Scene/Mobile Command van is utilized for department members to operate from on scene. The van was generously donated by the Plainfield Fire Department.

The Plainfield Police Department also utilizes a K9 Unit which is assigned to the Patrol Division. The K9 Unit consists of a narcotics detection Labrador and a patrol German Shepard. The primary purpose for the Labrador is to detect and alert to narcotics whether it be in a building, vehicle, or on a person. The primary purpose for the German Shepard is for tracking and apprehension purposes.

The Department, along with the Plainfield Town Hall, is furnished with a closed-circuit fiber line that runs from the Town Hall to the Police Department. In the case of a power outage, the computers will keep running. Any backups are done offsite.

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PLAINFIELD POLICE DEPARTMENT

Department of Police Services FY 2019

<b>Calls for Service</b>	<b>Arrests</b>	<b>Motor Vehicle Accidents</b>	<b>Criminal Investigations</b>
19,587	670	233	712

<b>Domestic Violence/ Harassment Incidents</b>	<b>Juvenile Arrests</b>	<b>Motor Vehicle Stops</b>
238	30	1845

\* Please note: due to the COVID 19 pandemic some numbers have decreased.

## **EMERGENCY MANAGEMENT**

The Emergency Management Department consists of the Emergency Management Director and a staff of highly trained volunteer workers available during times of an emergency. This office is responsible for developing and maintaining the Town of Plainfield Emergency Operations Plan, supervising the staffing and operations of the Emergency Operations Center (located at 51 Black Hill Road), advising the First Selectman on response plans and actions during emergencies, coordinating State and Federal assistance during state and nationally declared emergencies, coordinates the responses of the Town fire departments, police department, highway department, school department and utilities during major weather, hazardous material and security events.

The Town of Plainfield is subject to many types of emergencies including earthquakes, major winter snow storms, ice storms, cold weather events, power system outages, hurricanes, tornadoes, school and business security events, electrical storms, terrorist as well as other unplanned and planned emergencies. These events may disrupt the normal operations of Town government and the lives of our citizens for a short or long duration. The Emergency Management Department works to minimize the disruptions and restore utilities and other services as soon as possible. State and Federal assistance may not be available for up to 72 hours after an event occurs so our residents need to plan for these possibilities.

## **EMERGENCY MANAGEMENT**

We work closely with the Red Cross, the State of Connecticut Department of Emergency Management and Homeland Security and the Federal Government to open shelters as needed in Plainfield to provide for the emergency needs of our residents. We have two formally designated shelters in Plainfield; the Plainfield Town Hall and the Plainfield High School. These can be opened as needed using staffing from the Red Cross and locally trained volunteers. We are working to have our shelters approved as “Multi-Jurisdictional shelters” where we would host residents from 5 surrounding communities in the event of a major emergency.

Our Emergency Operations Center is fully equipped to maintain communications with all local, state and federal agencies during an emergency using a variety of technologies on a 24 hour basis as needed. The EOC was activated for several training exercises over the past year as well as major snowstorm events including the Tropical storm that affected us this summer.

## **EMERGENCY MANAGEMENT**

This past year has seen the Emergency Management Office respond to an unprecedented event never experienced before. The Covid-19 pandemic has occupied our time daily since early March. We have been the lead point assisting the First Selectman and all town departments prepare for, respond to, and mitigate the effects of this sickness in the Town. Daily briefings with the First Selectman, weekly teleconferences with numerous State agencies and the regional health department and analyzing the abundance of Executive Orders put out by the Governor of the State of Connecticut. We have coordinated to delivery and distribution of thousands of pieces of personal protective equipment (PPE) to all Town departments at no cost to the Town of Plainfield. We have assisted the First Selectman in preparing periodic messages to our citizens on the pandemic and our response. This event is far from over and will continue to be a time consuming event to help protect the Town of Plainfield.



## **EMERGENCY MANAGEMENT**

We are currently conducting a total re-write of our Emergency Operations Plan for the Town of Plainfield to follow new guidelines issued by the State of Connecticut. We also have developed and “Active Shooter” training program for use with all municipal departments and offices to better prepare our employees for facing this new type of emergency.

The office is always in search of new people as volunteers to work in the EOC during emergency activations and scheduled emergency management drills and training. If

Paul J. Yellen

Emergency Management Director

## **WPCA DEPARTMENT**

The main purpose of this department is to transport and treat the wastewater from Plainfield and Sterling using physical, chemical, and biological processes. Our goal is to put out the best quality of water possible and to maintain permit compliance with the State Department of Energy and Environmental Protection.

The Plainfield Water Pollution Control has 10 full time employees that operate two wastewater plants in Plainfield; the Plainfield North Plant and Plainfield Village Plant as well as 13 pump stations and miles of sewer mains. The department is made up of mainly state licensed wastewater operators and mechanics who ensure the proper operation and maintenance of all the equipment. We gained two new employees, a Class 1 Wastewater Operator and a mechanic in preparation for employee retirements.

The WPCA annual budget for the 2019-2020 fiscal year is \$1.76 million with the majority of the revenue coming from sewer user fees along with industrial treatment fees.

## **WPCA DEPARTMENT**

We upgraded one of our pumps to a new liberty progressive cavity pump that was bought to replace one of the original pumps from 1985 for about \$19,000 at the Plainfield North Treatment. This pump will help transport thickened sludge for further processing in the plant.

A few unanticipated expenses were: the Andritz centrifuge control panel touch screen which failed unexpectedly and cost about \$5,000 to replace, an Aerzen blower motor failed at the North Plant and cost about \$3,000 to replace, and a new Barnes pump was bought to replace a failed one at one of our pumping stations for \$3,900.

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### **FINANCE DEPARTMENT**

The Finance Department oversees and administers the town's financial and accounting systems, including the collection and disbursement of all monies for the Town. The revenues of the Town include real and personal property taxes, federal and state grants, various permits and licenses, and other miscellaneous revenue. Other functions of the department include the processing of all accounts payable, accounts receivable, payroll, employee benefits, liability insurance, workers compensation insurance and audit.

The audit for June 30, 2020 is in the works as of October 2020 by Marcum. This auditing firm was accepted in FY 2020 to audit FY 2019 and FY 2020. The estimated completion date of June 30, 2020 audit is by December 31, 2020.

A capital project that was approved by Board of Selectman and Board of Finance. This project is the police department jail cell replacement. This project was funded by line item transfers. This project is estimated to cost \$192,000. Construction was estimated to start in Fall of 2020.

The Highway Roof project was completed in Fiscal Year 2020. Cost of this project was \$175,000.

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### FINANCE DEPARTMENT

Pool renovations were completed in FY 2020. Cost was \$28,000. Pump, steam coil, ultraviolet light and pool filter were replaced. And an upgrade to the men and women's locker room.

Some additional costs due to COVID 19 for the school department occurred in Fiscal Year 2020. An additional funding of \$50,000 was need for the technology department for distant learning. FEMA shall reimburse the Town for these purchases. These refunds are expected to be received in FY 2021.

The Town had some additional costs due to COVID 19. These costs were covered in FY 2020 budget; no additional funds to the Town were needed.

The Board of Finance approved 2% of the Fiscal Year 2020 Education Budget can be set aside in a reserve account if Board of Education has any unexpended funds. These funds can be applied to the following fiscal year budget to help the Board of Education with fixed costs.

Board of Education asked Board of Finance to use special education excess cost in January 2020 to help cover the additional costs of special education. This was approved by the Board of Finance.

Kelly Vachon

Finance Director

## ASSESSOR'S OFFICE

The primary objective of the Assessor's Office is to ensure that all taxable property located within the Town of Plainfield is assessed in accordance with applicable law so that every property owner bears an appropriate share of the total tax burden. To accomplish this objective, the Assessor and staff must discover, list and equitably value all property within the jurisdiction. The results of these efforts are the Grand List: a record of all the taxable and tax-exempt property within the Town of Plainfield. The Grand List is used in the budget process to establish the mill rate and for tax billing.

The following is a comparison of the 2018 and 2019 Net Grand List:

Type	2018 Grand List	2019 Grand List	Increase/(decrease)
Real Estate	799,684,970	800,038,878	353,908
Personal Property	105,317,120	112,847,542	7,530,422
Motor Vehicle	94,858,800	98,640,685	3,781,885
Total	999,860,890	1,011,527,105	11,666,215

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## ASSESSOR'S OFFICE

On the 2019 Grand List the Town of Plainfield had the following number of accounts:

Real Estate- 6,279

Personal Property- 890

Motor Vehicles- 14,811

The following is the net top 10 Taxpayers for the Town of Plainfield on the 2019 Grand List

Combination of Real Estate, Personal Property & Motor Vehicle

(assessments can include more than one account)

Taxpayer	Assessment
Lowes Home Center Inc.	46,425,910
Greenleaf Power	34,740,510
Connecticut Light and Power Company	24,296,890
Plainfield Renewable Energy	14,012,774
PPF WE 85 Moosup Pond Rd	11,160,200
ORL Plainfield LLC	7,911,220
Connecticut Water Company LLC, The	6,109,600
Yankee Gas Services	6,056,260
Plainfield Parkade Inc	4,762,830
Lathrop Medical Properties LLC	5,223,080



# Town of Plainfield – Annual Town Audit Report ending June 30 2019

## ASSESSOR'S OFFICE

Maintaining accounts within the Town of Plainfield takes a great deal of time for the Assessor's Office. The office is continually processing transfers of real property, applying credits to motor vehicles, prorating real estate due to new construction, inspecting properties with permits that have been issued by the Building Inspectors Office, maintaining the town tax maps, etc.

The Assessor's Office is responsible for processing applications for the Elderly Homeowners and Rental Rebate Programs. We also approve and apply tax exemptions for the veterans, blind and totally disabled programs. PA490 (Public Act 490) applications are also processed in the Assessor's Office.

The following are important annual dates for the Assessor's Office:

February 1	Start date for the Elderly Homeowner Program and Additional Veteran Program.
April 1	Start date for Rental Rebate.
May 15	Deadline to file for the Elderly Homeowner program.
June 1	Deadline for commercial property owners to file the annual income and expense forms.
September 1	Filing period starts for PA490, Farm and Forest
September 30	Deadline to file DD214, honorable discharge to be filed in the Town Clerk's Office to receive exemption.
October 1	Deadline for Rental Rebate, Local Blind, Social Security Disabled applications, Additional Veterans Applications are due to the Assessor.
October 31	Deadline to file PA490, Farm and Forest
November 1	All Personal Property Declarations must be filed or postmarked by November 1 <sup>st</sup> to avoid the 25% penalty.

**ASSESSOR'S OFFICE**

For additional information regarding programs offered by the Assessor's Office please visit [www.plainfieldct.org](http://www.plainfieldct.org), under the Assessor's page.

The Assessor's Office files various reports to the Office of Policy and Management for reimbursement. The reports include, PILOT- state owned property, Reimbursement Disability, Veteran Exemption, and Hospital Property Tax.

Questions concerning assessments, adjustments, exemptions, tax relief or motor vehicle tax credits should be directed to the Assessor's Office.

Respectfully,

MaryEllen Hall, CCMA

Assessor

## **FIRE MARSHAL**

The Fire Marshal for the Town of Plainfield is required by State Statutes to conduct an investigation into the origin and cause of all fires and explosions within the town, conduct inspections of all occupancies except one and two family dwellings as required, perform plan reviews on all new construction except one and two family dwellings, issue blasting and special effects permits and conduct inspections of these operations. The Fire Marshal also responds to and investigates fire safety complaints from the public. We have received an increasing number of complaints over the past year typically involving landlord – tenant conflicts and eviction/nonpayment of rent situations.

The total number of investigations continues to increase each year and the respective dollar loss increases as well. Investigations include fatal fires, grass and woodland fires, vehicle fires, hazardous material incidents, room and content fires, appliance fires, carbon monoxide incidents, major structure fires and multiple building fires. There are many causes for these incidents including accidental causes, weather related incidents, mechanical failure, discarded smoking materials, candle mishaps and intentionally set fires.

## **FIRE MARSHAL**

We also conduct fire safety training for schools, businesses, nursing homes and other housing facilities and assist the fire departments at emergency scenes with hazardous materials incidents and major fire events.

The Fire Marshal also serves as Burning Official for Plainfield enforcing the State of Connecticut DEEP air quality regulations. Over 16 permits have been issued this year. All proposed sites of open burning are inspected prior to the issuance of a written permit. Complaints of open burning are investigated and penalties for violations can range from verbal warnings, written warnings, no burn orders and criminal fines and or arrest. We have investigated 22 complaints of illegal or non-permitted burning. All were resolved by education, without arrest or legal actions. Training has also been given to the local fire departments and the police department to assist them in their involvement in these cases.

The Fire Marshal is the Enhanced 9-1-1 coordinator for the Town of Plainfield. He issues all new building numbers for new construction, investigates incorrect building numbering and works with the regional dispatch center to correct.

## **TAX COLLECTOR**

The Tax Collector's Office is responsible for collecting, processing, and balancing property taxes on all real estate, motor vehicle, and personal property. In addition to property taxes, this office also collects sewer use, sewer assessment and C-pace. Approximately 35,000 tax bills and delinquent statements are mailed and processed each year. Liens are recorded in the land records for all unpaid real estate, personal property, and sewer accounts each year. All motor vehicle accounts that are not paid when due are reported to the Department of Motor Vehicle as delinquent and registrations cannot be obtained or renewed until all bills are paid in full. Various reports are filed with the State Office of Policy and Management for reimbursement on programs that benefit elderly and disabled taxpayers. The office provides a great deal of information to attorneys, title searchers, banks and the general public.

Taxes - During the fiscal year, the collection was \$27,689,698.15 in current property taxes, \$565,813.32 in delinquent taxes. Interest & lien fees \$ 319,623.06. The figures represent a 97% collection rate on the current levy and 100% when back taxes are included. The office has met and exceeded the expectations of the Board of Finance.

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### **TAX COLLECTOR**

Sewer Use - \$1,544,805.78 in current sewer use taxes, and \$31,401.78 in delinquent sewer. Interest & lien fees \$19,668.98.

Sewer Assessment - \$35,060.70 in sewer assessment charges. Interest & Lien fees collected totaled \$5,832.56.

Dealing with delinquent accounts is always a difficult task. We have made great headway with these accounts over the past few years. The process included tax sales on properties that were at least three years delinquent. This office sent repeated delinquent notices to record owners. The tax sales were to take place Spring of 2020, they have been postponed till Spring 2021.

The office obtained the services of credit card company Point and Pay that works with the Tax Collector's program to make on-line payments user friendly. Credit card collection this year was \$1,319,548.68.

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## TAX COLLECTOR

### Breakdown Calendar for Tax Collector

July 1 : First-half Real Estate and Personal Property tax bills due; Motor Vehicle tax bill due in full.

August 1: Last Day to pay to avoid penalty (if this day falls on a weekend or holiday, you have until the next business day) Delinquency notices mailed

September: List is generated for Marshal or Tax Sale

October 1: Sewer Assessment collection due October 1st

January 1: Second-half Real Estate and Personal Property tax bills due; (REMINDER NOTICE SENT); Supplemental Motor Vehicle tax bill is due in full.

February 1: Last Day to pay to avoid penalty (if this day falls on a weekend or holiday, you have until the next business day) Delinquency notices mailed.

May: Intent to Lien Notices mailed; liens processed for properties with delinquent accounts.

June: Prepare bills for tax collection. M-1 State report - June 30<sup>th</sup>.

Efforts will continue in the upcoming year to meet the financial needs of the town.

Karen Vincent, CCMC

Tax Collector, Town of Plainfield



## **PLANNING AND ZONING DEPARTMENT**

The Department serves as Staff and provides technical assistance to the Town's Planning and Zoning Commission and Inland Wetlands and Watercourses Commission. It reviewed and made recommendations on submitted applications to ensure they were in compliance with the pertinent regulations. Staff also processed land use applications and kept members informed of any upcoming professional development workshops and seminars, and any updates to the Connecticut General Statutes as they pertain to each Commission.

During the time the Town Hall was closed to the public due to the COVID-19 pandemic, there was no interruption of the Department's service to the public.

The Department provided a multitude of support services for the community, and is responsible for administering the Zoning, Inland Wetland and Watercourses, Aquifer Protection and Subdivision Regulations and for enforcing those regulations and applicable local ordinances.

## **PLANNING AND ZONING DEPARTMENT**

Some of the Department's duties included:

Met with residents, developers and engineers to discuss planned developments, modifications to existing development and any issues/questions regarding the land use process/permitted uses/requirements/etc.;

Responsible for ensuring that proposed development is consistent with the Town's Plan of Conservation and Development, which was updated in 2018;

Worked with the Town's Engineer and relevant departments to address issues/requirements of, and ensure compliance with, the Town's MS-4 Permit (Municipal Separate Storm Sewer System);

Wrote applications for, and administered approved, grants for projects benefiting the Town; and

Prepared draft ordinances/ordinance revisions as they relate to the Department.

Over 120 zoning permits were issued during the fiscal year, including new construction, additions/accessory structures, home occupations and Use and Compliance: There were 15 Inland Wetland Agent approvals for work within the 100' upland review area of a wetland/watercourse for new construction and for additions/accessory structures. One determination of no jurisdiction was issued for work on a property containing regulated area(s) but the work proposed was outside of those areas.

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**PLANNING AND ZONING DEPARTMENT**

Planning and Zoning Department Staff for FY 2019-2020 included:

Mary Ann Chinatti, Town Planner

Ryan Brais, Asst. Town Planner/Zoning Enforcement Officer/Inland Wetland Official

Sonia Chapman, Land Use Clerk

Respectfully submitted,

Mary Ann Chinatti

Town Planner

## **ECONOMIC DEVELOPMENT**

The Economic Development Department works to promote the preservation and development of the Town's economic base by assisting in the retention and expansion of existing businesses, encouraging new businesses to locate in Plainfield and coordinate efforts to expand the Town's non-residential tax base.

The Department also serves as the Town's Eastern Connecticut Enterprise Corridor (ECZ) Coordinator and participated in quarterly meetings, attends meetings of the Northeast Connecticut Chamber of Commerce, Eastern Regional Tourism District and the Plainfield Business Association. It also continued its efforts to assist businesses located within/proposed to locate in the Town's Enterprise Corridor Zones with applying for CT DECD ECZ benefits.

The Department assisted the Town by applying for a number of grants during the 2019-2020 Fiscal Year, including the CT DOT Community Connectivity Program for Phase 1 of the 3-Phase Shepard Hill Elementary School Sidewalks Project and UCONN CT Brownfields Initiative (CBI) technical assistance grant to create an inventory of all brownfield sites located within the town of Plainfield.

Respectfully submitted,

Mary Ann Chinatti,

Town Planner

## **BOARD OF SELECTMAN**

The Board of Selectmen consists of three (3) members, A First selectman, and two (2) Selectmen, all whom are elected for a term of two years.

The Board of Selectmen meets on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Monday of the month. Special meetings may be called by any selectman on a 24 hour notice.

The duties and responsibilities of the Board of Selectmen shall direct and supervise the affairs of the town and be responsible for coordinating the activities of the officers, boards, commissioners and other agencies of the town.

The Board of Selectmen shall have all powers, duties, and responsibilities conferred upon it by the Town Charter or the General Statutes and all powers proper, incidental, or convenient to their exercise.

Annually, the Board of Selectmen shall review all town ordinances and recommend as appropriate, their revision or repeal to the Town Meeting.

We immediately enter into a contract with an auditing company, and started the annual audit process. We are nearing the completion of that audit and will share the results at the annual town meeting once the BOF approves that report.

## Town of Plainfield – Annual Town Audit Report ending June 30 2019

### **BOARD OF SELECTMAN**

We interviewed for and hired a full time finance director.

We had a long time employee of the town, Louisa Trakas retire from her position as town clerk, and interviewed and appointed her replacement Barbi Gardiner to that position.

We interviewed and hired a new Legal council Suissman/Shapiro.

We held a special town meeting to replace an out of service vehicle for the building officials.

We saw the completion of new ADA compliant doors at the town Hall, and we put out a bid for a new Highway roof.

We've had ongoing discussions with the G & W railways on safety concerns at multiple rail crossing in town.

We have initiated an Advisory Building Committee, and a Census 2020 committee.

We have entered into an agreement with a local relator to help sell the remaining I-Park lots which have been difficult to market and sell.

We have appropriated monies needed to upgrade and fix needed repairs at the town pool to keep that program running, and we've initiated marketing strategies to help bring in more people to our pool.

**BOARD OF SELECTMAN**

We have initiated a program to catalog and cut trees that have been deemed unsafe or dead, and have been working with the energy companies to partner with them in tagging all unsafe trees.

We have added a Town of Plainfield Nixle system to keep people informed on town meetings and events.

We've been working on changes to the town website and added many links that will hopefully keep you informed (Nixle link, Federal Rail link to report long waits at the railroad Ave site, and promotion of our town businesses).

We've created a "Community Calendar" to share community events and fundraiser happenings.

I have been working on negotiations for six (6) different union contracts.

We have been working to produce a town budget which will bring in more recreational activities and supports for our town resources but will still be fiscally responsible in our attempt to produce a zero mil increase.

I have been earnestly working to bring back the NECCOG transportation to Plainfield and connect it to both the northeastern portion of the state but also to the southeastern Connecticut.



## Town of Plainfield – Annual Town Audit Report ending June 30 2019

### **BOARD OF SELECTMAN**

I have visited and will continue to visit local businesses and working with the Plainfield Business Association to ensure we work with business owners to ensure that they stay in Plainfield and continue to grow in our community.

I have been working on supporting our economic development of our town as well as working on bringing in new businesses, and yes there will be announcements of more business opportunities soon.

I will be working with the town hall workers to attempt to bring back a 5 day work week that will give the residents about 45 hours of access to the town hall

I have met with the BOE to be supportive of the educational opportunities that are being offered.

I have met with many residents who come to my office with questions and concerns and have listened to their issues every day. I am always available to meet with, even after normal hours of the town hall.

I've reached out to the Little League, the Veterans who meet at the Coffeehouse, the Plainfield Senior, and always ask what can the town do to help them.

I've been working to resolve all of the outstanding litigation to put our town at a better position to help reduce our insurance costs.

# Town of Plainfield – Annual Town Audit Report ending June 30 2019

## **BOARD OF SELECTMAN**

We have been forecasting our financial issues and needs for the next 3 years and with some bonding payments coming to an end after next year we plan to be in a better position fiscally to resolve outstanding issues without any increased burden on the taxpayers.

Respectfully Submitted,

Kevin M. Cunningham

First Selectman

## **PENSION BOARD**

The Pension Board consists of five (5) members, A First selectman, and two (2) Selectmen, the chair of the Board of Finance and the Chair of the Board of Education.

The duties and responsibilities of the Pension Board shall direct and supervise the affairs of the town and be responsible for coordinating the activities of the officers, boards, commissioners and other agencies of the town.

The Pension Board shall have all powers, duties, and responsibilities conferred upon it by the Town Charter or the General Statutes and all powers proper, incidental, or convenient to their exercise.

During the fiscal year 2019-2020 there were 8 employees of the town that retired and filed for pensions rights or payouts as prescribed in the Pension by-laws.

Respectfully submitted,

Kevin M. Cunningham

Pension Board Chair

**WPCA COMMITTEE**

The Board of Selectmen, by way of the town charter also acts as the Water Pollution Control Authority board.

Respectfully submitted,

Kevin M. Cunningham

Board Chair for WPCA

## **BOARD OF POLICE COMMISSIONERS**

The Board of Police Commissioners is a five-member elected body which meets on the fourth Tuesday of every month. The Police Commission is responsible for the general management and supervision of police personnel and equipment. As such, the Police Commission promulgates any regulations needed for the operation of the Plainfield Police Department.

The Board of Police Commissioners currently oversees a nineteen manned full-time police department. The department covers the villages of Plainfield, Central Village, Wauregan, and Moosup. The officers of the Plainfield Police Department respond to various calls, such as, motor vehicle accidents, domestic disputes, and burglaries, amongst other reports of misconduct. Just as an example, during the fiscal year 2019/2020, Dispatch received 19,587 Calls for Service and 321 Motor Vehicle accident calls.

The Board of Police Commissioners is also the Traffic Authority of the Town of Plainfield, and in that capacity reviews requests for traffic signs, streetlights, and road closings. Requests are submitted to the Board of Police Commissioners for review.

## **BOARD OF POLICE COMMISSIONERS**

The Board of Police Commissioners work closely with the Chief and Captain who are the administrators of the Plainfield Police Department. The Chief provides the Board of Police Commissioners with information regarding finances, officer training, and the day to day activities of the Plainfield Police Department. The Captain assists the Board of Police Commissioners with the review, granting/denying, and implementation of all Traffic Authority requests. With the establishment of a close working relationship the department administrators and Board of Police Commissioners are able to operate at a high level in order to achieve departmental goals.

Since the establishment of the Plainfield Police Department, the Board of Police Commissioners has assisted in the implementation of several specialized assignments. The Plainfield Police Department Special Investigations Unit focuses on the investigation of major crimes including deaths, robberies, physical assaults, and sexual assaults. Dependent on staffing, the Special Investigations Unit consists of a Detective Sergeant, two Detectives, and a Community Resource Officer. The Department also owns a donated Crime Scene/Mobile Command van to assist with investigations, when needed. The Community Resource Officer, in addition to assisting the Detectives, has the primary goal of strengthening community relations by working closely with schools, neighborhood crime watch, and citizens of the Town of Plainfield.

**BOARD OF POLICE COMMISSIONERS**

The Plainfield Police Department is also comprised of two K9 officers. The department is equipped with a German Shepard which is used during patrol for tracking and the detection of narcotics. The department also has a Labrador retriever which is primarily used for the detection of narcotics, as well.

The Board of Police Commissioners have consistently provided the Town of Plainfield with professional and effective law enforcement services for the least possible cost to taxpayers through the use of grant monies whenever possible.

The Police services offered are geared specifically to the needs and expectations of the citizens of Plainfield, Connecticut. Through its guidance, direction, and support the Board of Police Commissioners strive to assist the Plainfield Police Department in meeting and exceeding the expectations of town residents.

Daniel Hutchinson

Board of Police Commissioners Chairman



## Town of Plainfield – Annual Town Audit Report ending June 30 2019

### REGISTRAR OF VOTERS

The Registrar of Voters office is vital to the function of the Town's government. The office is governed by Connecticut General Statutes and financially supported by the Municipality. The Registrar of Voters has a wide variety of responsibilities for everything from preparing and certifying the official voter lists, to ensuring we have a fair and efficient elections.

With the added convenience of on-line voter registration and the cooperation of the State DMV, when people are moving it is making things easier for the voter to help update their registrations within the State.

From 7/01/2019 to 6/30/2020 we have added an additional 673 and 599 removals. Total registered voters as of 6/30/2020 is 9087

Democratic Registrar of Voters: Irene A Bessette

Republican Registrar of Voters: Sonia Chapman

## **CONSERVATION COMMISSION**

The Conservation Commission is an appointed group that meets the third Monday of each month at 7:00 PM. The Commission is charged with the responsibility of making recommendations regarding the natural environment, open space, and continues, with permission from DEEP, to maintain trails and areas in the former Forest Management Area, now Pachaug State Forest.

### **Current Members:**

Walter Cwynar

Sylvia Wielk

Mark Doyle Jr.

Nick Anderson

Eugene Goss

John Meyer

Adrian Paulsen

Matthew Yanuskiewicz

The Plainfield Conservation Commission has accomplished the following tasks benefitting the town of Plainfield and surrounding areas for this year:

## **CONSERVATION COMMISSION**

Forest Maintenance: Pachaug Forest Trail Maintenance Commission members helped to clear and groom the trail, dedicating several hours of time and effort.

30 Year Anniversary of Walktober, Last Green Valley.

The Commission sponsored “The Chestnuts and Overlooks” walk on the above trail, on Saturday, October 3<sup>rd</sup>. It was the largest turnout to date, with a total of 19 participants.

The Commission continues to support The Last Green Valley Walktober Walking Weekend program.

Continued Membership with The American Chestnut Foundation, and maintaining the Native Chestnut tree grove and Hybrid Chestnut tree plantings in the Pachaug State Forest.

Collected Native Chestnut seeds, from the chestnut grove, for the second year, since the “Mother Tree” has started producing seeds. The plan is to try germinating the seeds in pots over the winter, and continue monitoring this Special tree that is surviving the threat of blight.

## **CONSERVATION COMMISSION**

Upgrading and maintaining the Commission's Website, providing information and links.

Advocate for the Moosup Bike Trail that would connect to the Greenway of all surrounding towns, and States, especially Rhode Island at this time. In contact with Engineering Group overseeing the project, and making recommendations.

Partnership with Wyndham Land Trust as Stewards of Land Trusts here in Plainfield.

Observation and contact with DEEP with proceedings at Aldrich Mill/Kaman.

Met with Town Planner M. Chinatti for information of the creation of a Land Bank in Eastern CT and following the process which is now at Certification Status, 501(c)3 and CT DECD. The Land Bank is slated to be used to remediate the Kaman site and other blighted properties in town.

## **CONSERVATION COMMISSION**

Open Space: In talks with the Selectman and the Agricultural Commission about the interest of Open Space use in Plainfield for the community. The goal is to provide a site for a dedicated Farmers Market, Community Garden, Walking Trail, and Passive Recreation. Funding would be seeking a Grant from the Open Space and Watershed Land Acquisition Program, and utilizing the Town's Open Space Fund.

Met with Town Planner M. Chinatti to help create list of Open Space Properties in town. The list is now ready to utilize for reference.

Subdivision Review: The Commission reviewed 2 Subdivisions during the 10/19/2020

Conservation Commission Meeting, Subdivision KA & G Development LLC and O Mortimer Road. The Commission recommended a fee in lieu of be utilized.

Member of The Friends of Pachaug Forest.

Member of The Eastern Connecticut Conservation District.

Note: Meetings Cancelled this year so far were April, May, June and July, due to Covid-19 Pandemic.

Walter Cwynar Chairman

# Town of Plainfield – Annual Town Audit Report ending June 30 2019

## PLANNING AND ZONING COMMISSION

The purposes and objectives of the Planning and Zoning Commission shall be those set forth in Chapters 124 and 126 of the Connecticut General Statutes, as amended, and in the Plan of Conservation and Development, the Zoning and Subdivision Regulations and other documents approved by the Commission, provided those purposes and objectives accord with Chapters 124 and 126 of the Connecticut General Statutes, as amended.

In FY20, the Planning and Zoning Commission acted on 26 applications, including one (1) subdivision application, one (1) resubdivision application, 14 Special Permit applications, one (1) text amendment and eight (8) site development plans. The Commission's Zoning Enforcement Officer acted on 124 applications.

All Planning and Zoning Commission meetings are open to the public, and regular meetings are held the 2nd Tuesday of each month. We encourage your participation.

Members of the FY20 Commission included:

### Regular Members

Karla Desjardins, Chairman

John Meyer, Vice-Chairman

Seann Peterson

Rozamond Chviek

### Alternate Members

Jared Fournier

William Martell

Catherine Joan Mestemaker-Harris

**PLANNING AND ZONING**

Fees collected during FY20 which included \$32,676.50 for Planning and Zoning Commission applications and for permits issued by the Zoning Enforcement Officer.

Respectfully submitted,

Karla Desjardins, Chairman

Planning and Zoning Commission



# Town of Plainfield – Annual Town Audit Report ending June 30 2019

## HIGHWAY DEPARTMENT

This department consists of 10 (ten) full time employees. Directed by the Crew Chief John T. Ravenelle, 25 years service. Ron Berube, Payloader operator, 25 years service. Kevin Henault Backhoe Operator, 25 years service. Henry Dexter, Vac-con Operator, 8 years service. James Allyn Mower Operator, 7 years service. Michael Hawkins, Sweeper Operator, 7 years service. Jason Carraro , Sweeper Operator, 3 years service. Keith Whipple, Mason/carpenter, 2 years service. Kevin Reen, Mechanic, 2 years service. Dan Bernier, laborer, 2 years service. Employees may Operate other equipment providing they are qualified. That is determined by the Crew Chief. If someone is out sick or on Vacation, whatever the case may be, the Crew chief will appoint someone to Operate that piece of equipment, as long as they are qualified.

### Equipment

3 Freightliner Plow Trucks. 4 International Plow Trucks.

2 F-450 Mason dump Trucks. 1 GMC Mason dump truck, 1 ton.

1 Payloader.

1 Backhoe.

- 2 Sweepers.

4 Pick-ups.

- 2 vans.

2 mowers.

- 1 vac-con catch basin cleaner

# Town of Plainfield – Annual Town Audit Report ending June 30 2019

## HIGHWAY DEPARTMENT

### Responsibilities of the Highway Dept.

The Highway Department is responsible for the maintenance of approximately 100 Miles of road, (please keep in mind there are two sides to every road). Here is an example of some of the duties performed with-in the Dept. Snow plowing and sanding slippery roads, pot hole repair, roadside mowing from May – Mid Oct. Repairing and Replacing Box culverts and catch basins. During rain storms crews are out cleaning catch basin tops and making waterways to get the water off the road. In the spring, the sweeping begins early April and depending on the weather goes on until early July. We also replace guide posts and delenials. We pick up Christmas trees after Christmas. We rack the town beach weekly during the summer. We clean beaver dams. We do evictions. Street signs are either knocked down or stolen and we have to replace them. Tree trimming is a year a round task due to the gypsy moths that have killed trees all around town. We share a bucket Truck with Canterbury and Brooklyn. One month in Plainfield, the next in Canterbury and the next in Brooklyn, then it starts all over again. We also chip brush after any storms with rain and heavy wind. Other duties include picking road side litter, trash and mattresses are often thrown on the sides of our roads. Sight line trimming at many intersections using a weed wacker or zero turn mower. Traffic duty for outside contractors, such as tree service companies. Removal of dead deer and other dead animals in the road. Service and maintain 26 pieces of equipment. In November we pick-up bagged leaves that are in paper bags only. We also assist the schools with a lot of different tasks when asked, the sewer dept. and that goes both ways, Fire Departments, Town hall grounds and maintainance.

# Town of Plainfield – Annual Town Audit Report ending June 30 2019

## HIGHWAY DEPARTMENT

Roads The Highway Dept. Paved in 2020

Charlotte Drive – 2040 feet.

Moosup pond Road – 621 feet.

Palmer Court – 609 feet.

Arnio Drive -85 feet.

Palmer Lane – 935 feet.

Margaret Lane – 908 feet.

Lathrop Road – 6934 feet.

Stanley Drive – 200 feet.

Total footage = 12,332. That equates to 2.33 miles. Total Price = \$ 400,000.00



## **HISTORICAL SOCIETY**

The Society exists to preserve local history and increase knowledge about it. We are the Municipal Historian. Activities include interactions with areas in education, government, and community entities. Plainfield is rich with the amount of historic places, buildings, areas and people of the past. We are proud to have four nationally recognized Historic Districts.

This year the covid-19 pandemic has caused us to change our operating routine. We have not been able to conduct public meetings and programs or use the History Room at 482 Norwich Road. Our newsletter was written printed and disseminated. Members and the board have shared contacts, questions and comments on local history. We have received donated items individually and found responses for other people. The amount of communication has been surprising and much is being accomplished through e-mail, telephone, mail, and word of mouth. Some research was possible.

When conditions permit, we look forward to resuming more activities. As a non-profit, fully volunteer organization, we continue to promote and protect our local history. We welcome new members and requests for historic information.

Ruth Bergeron, President

## **ZONING BOARD OF APPEALS**

The members of the Zoning Board of Appeals (ZBA) are responsible for hearing and acting upon Variance Application of the Zoning Regulations; for hearing and acting upon Applications of Location Approval for automotive dealers and repairers and gas stations; and for hearing and acting upon appeals of the decisions of the Zoning Enforcement Officer.

Meetings Held = 6

Applications Approved = 7

### Regular Members:

Frank A Zak, Jr. – Chairman

Peter Migneault – Secretary

Wes Hopkins

Michael Morrisette

Travis Palonen

### Alternate Members:

James Humphrey -- Scott Gardiner -- April Wojik

## **INLAND WETLANDS WATERCOURSE COMMISSION**

Members of the Commission Include:

Ron Desjardins, Chairman

Tom Sinkewicz

Ralph Wells, Secretary

Jeffrey Joslyn

John Labonte

Randy Stillwell

Joseph Campbell

Staff:

Ryan Brais, Wetlands Agent

Sonia Chapman, Wetlands Clerk

The Inland Wetlands and Watercourses Commission is responsible for regulating the disturbance of soils within the wetlands and within 100 feet of any wetlands or watercourses as defined by CT General Statutes. They regularly meet on the third Tuesday of every month.

During the fiscal year of 2019/2020, the Commission approved 14 permits. 1 agent approval was granted.



# Town of Plainfield – Annual Town Audit Report ending June 30 2019

## **AGRICULTURAL COMMISSION**

*The mission of the Plainfield Agriculture Commission is to*

*encourage, support, promote and preserve agricultural enterprises in the town of Plainfield.*

The eight appointed members of the Agriculture Commission serve Plainfield in an advisory role. The commission meets eleven times yearly on the 4<sup>th</sup> Monday of each month, excluding July. The commission currently has five small groups to focus their priorities (1) Community Outreach, (2) Scholarship and Fundraising, (3) Winter Market, (4) Right to Farm and (5) Farmers Market.

2020 Commission Achievements:

Provided an educational booth at the Celebrate Plainfield Day on 8/3/2019.

Float in the VJ Day parade.

Appointed alternate member, Dawn Vancedarfield in August 2019 with term ending Jan. 3, 2022.

Raised \$695 for the Commission's scholarship fund, bringing our total to \$6,661. The commission is working toward the goal of reaching \$12,500, when a perpetual scholarship of \$500 can be created with the Community Foundation of Eastern Connecticut.

Awarded \$500.00 to Ms. Isabella Nayman as the 2019 recipient of the Commission's scholarship. She marks the fourth recipient for a total of \$2,000 of scholarships awarded.

Sponsored a community outreach program titled "Hemp, CT's Newest Crop" presented by the Connecticut Hemp Industry Association on March 5, 2020.

# Town of Plainfield – Annual Town Audit Report ending June 30 2019

## AGRICULTURAL COMMISSION

5<sup>th</sup> Annual Winter Market scheduled for March 28, 2020 was cancelled due to Covid shutdown.

Members of the 2020 Commission include:

### Regular Members

Jennie Kapszukiewicz, Chairman

Mike Desjardins, Vice-Chairman

Sherry Harmon, Secretary

Jo-Ann Desrochers

Vern Gray, Jr.

### Alternate Members

Chris Barber

Mark Gluck

Dawn Vancedarfield

Respectfully Submitted,

Jennie Kapszukiewicz, Chairman

## Town of Plainfield – Annual Town Audit Report ending June 30 2019

### **TOWN CLERK**

The Town Clerk's office is the hub of local government. We are the office that residents call or visit to obtain information concerning the town. If we can't help them, we are always happy to refer them to someone who can.

The Town Clerk is the Keeper of our Town's Records, the Recorder of Deeds and Land Records, the Registrar of Vital Statistics and Elections official.

There is always activity in the office. Some of the reasons visitors come in is to request a permit or license, search land records, request a vital record, seek information about elected officials, request copies of meeting minutes, or to do genealogy searches.

The Town Clerk has many responsibilities in administering Elections. Among these are: Absentee Ballots; Nominating Petitions; Candidate Certifications; Justices of the Peace; Campaign Financing; Publication of Election notices and the preparation and verification of various Election reports. Though Election Day is in November, the duties of the Town Clerk as an Election Official span all year.

From July 1, 2019 – June 30, 2020, the Plainfield Town Clerk's Office recorded 2,610 land record documents, including Deeds, Mortgages, Liens, Releases, Survey and Subdivision Maps, Trade Name certificates and Foreclosed Property Registration forms. Documents are received either by mail, in person or electronically.

## Town of Plainfield – Annual Town Audit Report ending June 30 2019

### **TOWN CLERK**

For each recording, the town maintains a special fund for the Town Clerk to spend on preservation and records management. In addition to these funds, the Town Clerk can apply and obtain money from the State Library for various preservation projects. Since 2005, this office has used these funds for microfilming vital records and meeting minutes as well as back-scanning land records and military discharge records. We have also completed several preservation projects of indexes, map books and vital records.

From June 1, 2019 – May 31, 2020 the Town Clerk's Office issued 1,251 dog licenses, 6 Kennel licenses, 2056 bulky waste stickers, 436 sportsman's licenses and 42 marriage licenses.

The Town Clerk maintains a list of members of all elected and appointed boards and their terms; all newly elected/appointed board members are sworn in at the Town Clerk's Office. The Town Clerk also maintains a list of all active Justices of the Peace. As of June 30, 2020, there were 42 active Justices.

We are happy to serve all of the residents of the town as well as all of our visitors.

Barbi J. Gardiner

Plainfield Town Clerk

## Town of Plainfield – Annual Town Audit Report ending June 30 2019

### RECREATION DEPARTMENT

The Plainfield Recreation Department is located at the Community Services Complex on Norwich Road. The facility is home to the Senior Center and Recreation Department. The department is responsible for the planning and supervision of over seventy different leisure related activities for adults and children. This year over five thousand people have been involved in these programs. Participants range from toddlers to senior citizens. A sample of programs include: aerobics, yoga, youth basketball, fun runs, social events, family outings, pool activities, summer all day program and teen activities. The Recreation Department continued to host the Veterans Coffeehouse which provides coffee, snacks, speakers and comraderie to 40-50 veterans weekly. Music in the park continued with 6 scheduled concerts under the pavilion during the months of July and August. An average of one hundred people attended these concerts. To increase participation, Plainfield Recreation teamed up with Chartwells Food Service as part of the free summer meals program that provides free meals to children and brought an additional 60-80 families into the park. The Department continued to hold its community events such as the Fall Festival, Halloween party, and Holiday party. This past year, the Recreation department and the PBA combined to provide an indoor and outdoor experience during the holiday party. The Recreation Department engages in many other joint ventures with community organizations such as the annual winter coat drive. The Recreation Department continues to oversee the Town hall Pool. The Pool offers swimming lessons, water exercise, pool birthday parties, adult and open swims and special themed events. The pool is open to residents and non-residents. The pool is also rented hourly twice per week by a physical therapy group.

## Town of Plainfield – Annual Town Audit Report ending June 30 2019

### RECREATION DEPARTMENT

The Recreation Department continued its “Toys for Kids” program which provided three toys each to approximately 250 kids. Families were referred through their school social workers. We reach out to local businesses and accept donations from the generous individuals within town to help support the program.

The Plainfield Senior Citizen Center is a multi-use facility serving the needs of the elderly in Plainfield. It is a hub of activities. The Center is open Monday through Friday from 8:30 am-4:30 pm. Volunteers plan activities and functions at the center. Weekly activities include exercise, crafts, cards, chorus, billiards, bingo, knitting, movies, social activities, educational programs and trips. At the center is a well maintained library of current books, videos and education materials about elderly and health related issues. We have a Social Services Coordinator available once per week to assist with accessing resources and an Activities Coordinator that plans two weekly arts n crafts activities per week plus other activities as well. Senior transportation is available through support from Title III the Older Americans act. Riders must be 60 or older, and live in Plainfield, Sterling or Canterbury. A seven passenger handicapped accessible van and a car are operated for the elderly enrolled in the program. There are 33 riders enrolled in the program and 89 % of riders are from Plainfield. With Senior Center closure due to COVID, senior transportation and meals on wheels program have continued to provide these vital services to the elderly.

## **RECREATION DEPARTMENT**

The Recreation Department is a large employer of part time seasonal staff. In summer it employed 38 local high school, and college students as lifeguards and summer camp staff.

We continue to encourage town residents to contact our office with ideas and suggestions for future programs.

The Plainfield Recreation Department has been significantly impacted by COVID-19 since March 2020. The Department closed the Senior Center and the Pool and the pool's birthday party spring event was cancelled due to COVID. Rec Dept, Senior Center and the Swimming pool have remained closed.

Kelly L. Scaplen, Recreation Director



## Town of Plainfield – Annual Town Audit Report ending June 30 2019

### ECONOMIC DEVELOPMENT COMMISSION

The Economic Development Commission's (EDC) EDC's mission is to provide a climate for businesses to start, operate and grow while always keeping in mind the Town's character by working through programs, advising on policies and partnering with other agencies to promote business retention, expansion and attractions. EDC is an advisory Commission and has no regulatory powers.

With the assistance of AdvanceCT (formerly CERC) the EDC created an Action Plan which outlines long term goals, and the associated action items to accomplish those goals. The Plan covers a roughly three (3) year period, and the Commission finalized and adopted the Plan at its July 16, 2020 meeting. Members are now working to implement that Plan.

EDC presented its first Business of the Year award to Eastern CT Savings Bank on September 2, 2020 in Lions Park in conjunction with the Plainfield Business Association unveiling of its Rock Garden.

EDC meetings are held in the Town Hall Auditorium on the third (3<sup>rd</sup>) Thursday of each month, beginning at 7:00PM and are open to the public.

#### Members for the 2019-2020 Fiscal Year included:

Mary Ann Chinatti, Chairman

Paul Smith, Vice Chairman

Mary Ann Chinatti

Jenn Greene

Jodi Clark

- Nicole Sweeney

- June Grano

## **PLAINFIELD HOUSING AUTHORITY**

The Plainfield Housing Authority maintains affordable housing for the elderly and disabled. There are a total of 40 units located at Sunny Acres, 32 efficiencies and 8 one-bedroom units.

The primary mission of the Authority is to preserve affordable housing for the elderly and disable. Income eligibility is based on potential rent not exceeding more the 30% of income.

The Housing Authority operates under the General Statutes of the State of Connecticut. The Connecticut Housing Finance Authority (CHFA) oversees its operation. The Board of Selectmen makes the appointment of five members of the Board of Commissioners and one alternate. They meet bi-monthly on the second Tuesday at 7:00 p.m. at the Community Room located withIN the complex.

The Commissioners are: Gloria Bergeron, Chairman; Cheryl Roberts, Vice-Chairman; June Gagne, Secretary; and Anthony Luberto, Treasurer.

The Plainfield Housing Authority contracts with the Putnam Housing Authority for oversight management of Sunny Acres. During 2020, the maintenance staff prepared eight apartments for new residents. Currently there are three vacancies. Applicants were accepted throughout the year and applicants were placed on a waiting list from which residents are chosen based on the date the application was received and financial eligibility.

**PLAINFIELD HOUSING AUTHORITY**

The Plainfield Housing Authority also administers the Housing Choice Voucher Section 8 Program and currently has 170 active participants. The office is located at the Plainfield Town Hall, 8 Community Avenue, Plainfield. The Housing Authority strives to create decent housing, provide economic opportunities to low to moderate income people and address housing services to those in need of assistance and to help assist those who are homeless, in jeopardy of being homeless and to ultimately end homelessness in the area.

Respectfully submitted,

PLAINFIELD HOUSING AUTHORITY

## **BOARD OF ASSESSMENT APPEALS**

The Board of Assessment Appeals is an official municipal agency. It is designed to serve as an appeal body for the taxpayers who believe the town assessor made an error in the valuation of their property or has erroneously denied them exemptions. During the 2020 calendar year, the Board of Assessment appeals a number of appeals for the 2019 Grand List.

Donald Gladding

Chairman

## **ETHICS COMMISSION**

The Ethics Commission is comprised of individuals appointed by the Selectmen to maintain trust and increase the confidence, integrity and fairness of the town's government. Throughout 2020, the Commission functioned with five members. Despite having all but one meeting on Zoom due to Covid-19, the Commission has governed itself by the code that has been established by the town.

This past year three complaints were submitted for review to the Ethics Commission. The three complaints were resolved without complication.

The Ethics Commission stands ready to serve the Town of Plainfield to the best of our ability.

Respectfully

Thomas Schwarz

## Town of Plainfield – Annual Town Audit Report ending June 30 2019

### BUILDING OFFICIAL

The Building Official administers the Connecticut State Building Code. Permits for all new buildings, additions, alterations, demolition, etc., are issued from this office. Throughout the fiscal year 2020, a total of 669 permits were issued to Plainfield property owners, bringing in \$142,447 to the General Fund.

#### The permits issued in Plainfield included:

New Homes	14	New Commercial	3
Accessory Apartment	1	Additions/Residential	13
Additions/Commercial	3	Decks	22
Demo	12	Electrical	92
Garages	17	Gas Piping	24
Heating	59	Mechanical	49
Miscellaneous	1	Mobile Homes	2
Pellet Stoves	8	Plumbing	6
Pools/hot tubs	16	Renovations/Residential	110

# Town of Plainfield – Annual Town Audit Report ending June 30 2019

## BUILDING OFFICIAL

Sheds	8	Siding	5
Signs	8	Solar Panels	67
Woodstoves	8		

### Residential Projects:

Subdivision at Moosup Pond Rd/Smith Rd for 11 new homes

55+ elderly housing at Moosup River Estates for 39 new homes

Subdivision at Stone House Drive for 20 new homes

### Commercial Projects:

Dollar General at 615 Norwich Rd

Dollar General at 304 Putnam Rd

O'Reilly's Auto Parts at 756 Norwich Rd

Solar Array at 77 Plainfield Pike Rd

Solar Array at 79 Plainfield Pike Rd

Richard Martel

Building Inspector

## Town of Plainfield – Annual Town Audit Report ending June 30 2019

### **ALDRICH LIBRARY**

#### ALDRICH FREE PUBLIC LIBRARY

We have provided adults with our vast collection of books including best-sellers. We also have updated our selection of books in the Children's Room.

We obtain books for the Summer Reading Program required by the schools.

We have delivered books, DVD's and cassette books to the local Senior Housing in town.

We have had a Warm Hearts/Warm Hands Program at our Library that has helped patrons that needed hats and mittens .

We have also had programs for our children on Saturday mornings for storytelling and different types of crafts. We also have craft classes for adults , such as stamping, sewing, knitting and card making.

We provide the residents of Plainfield updated computers for: job searches, homework, unemployment searches.

We have provided classes for adults on basic learning of our computers and the Internet.