Received For Record At Plainfield CT
On FEB 25 2021 @ 11:50 AM
Attest Cynthia J. Mattian
Town Clerk Asst.

TOWN OF PLAINFIELD
BOARD OF SELECTMEN
Meeting Minutes –February 22, 2021

Kevin Cunningham called the regular meeting to order at 7:00 pm via Zoom.

Members present were Kevin Cunningham and Art Gagne. Cathy Tendrich was absent.

Minutes *Art motioned to approve the 2/08/2021 meeting minutes, Kevin seconded. All in favor, motion passed.*

Public Comment none

Old Business

1. **Discuss and act on Rehabilitation Ordinance.**

Kevin stated the modifications were done from the discussion at the last meeting.

Art motioned to approve the Resolution for the Rehabilitation Area Program, Kevin seconded. All in favor, motion passed. (attached)

New Business

1. **Consider and act on Electronic Date Backup Policy.**

Kevin stated Kyle Collins wrote the policy.

Art motioned to approve the Electronic Date Backup Policy, Kevin seconded. All in favor, motion passed. (attached)

2. **Consider and act on the Acceptable Use Policy for Computers and Electronic Devices.**

Kevin stated companies have this policy to state what the computer can be used for.

Art motioned to approve the Acceptable Use Policy for Computers and Electronic Devices, Kevin seconded. All in favor, motion passed. (attached)

3. **Consider and act on bid for purchase of (2) Dodge Charger AWD Police vehicles.**

Kevin stated the bid is for $33,822 per vehicle and that was more than was anticipated. There is a letter from the Police Chief stating that his department will make of the $3,644 difference from line item 10624230.

Art motioned to approve the purchase of the two 2021 Dodge Chargers at $33,822 each, $67,644 total, Kevin seconded. All in favor, motion passed.

4. **Consider and act on bid for town real estate agent of I-Park remaining lots.**

Kevin stated Lyman Real Estate has sold 4 of the 6 lots in the I-Park and he would like to continue with them for another 6 months.

Art motioned to continue with Lyman Real Estate for 6 months, Kevin seconded. All in favor, motion passed.

Kevin asked to have Item 5 added to the agenda, to set a town meeting date.

Art Motioned to add Item 5 to the agenda, Kevin seconded. All in favor, motion passed.

5. **Set town meeting date for the adoption of the Rehabilitation Area Program.**

Kevin suggested having the meeting on March, 15, 2021 at 6:30pm via zoom.

Art motioned to set the Town Meeting date for March 15, 2021, at 6:30pm via zoom, Kevin seconded. All in favor, motion passed.

Other

Kevin stated the Town did was not awarded the Community Connectivity Grant for the sidewalks in Wauregan. He stated they will continue to look for options to have the sidewalks done or apply again when the grant comes up.

P&W Railroad will be doing vegetation control around May 15, 2021.

Kevin stated the Town of Plainfield is having Covid-19 testing at the Senior Center. Testing is Mondays and Thursdays from 3-6pm and Saturdays from 12-4pm.

Household Hazardous Waste day is March 20, 2021, from 9am to 1pm, at the Highway Dept.

Kevin stated they are looking into putting 2 lights in the parking lot on Railroad Avenue.

Kevin stated they are getting engineering specifications for sidewalks from McDonalds to the new Amazon facility that will be built.

Art stated there is not a sidewalk on Route 12 going over the bridge next to the Turning heads barber shop.

Art is still reviewing the Town ordinances.

Seann Peterson asked who will paying for the lights on Railroad Avenue if they are installed. Kevin stated it will be a Town expense.

Adjournment

Art motioned to adjourn; Kevin seconded. All in favor, motion passed. The meeting adjourned at 7:21 pm.

This is a summary of the meeting and the recording is on file in the Town Clerk's Office.

Respectfully submitted,

Becky Hewitt

Becky Hewitt, Recording Secretary

TOWN OF PLAINFIELD
REHABILITATION AREA PROGRAM

RESOLUTION OF THE TOWN OF PLAINFIELD DESIGNATING AREAS WITHIN THE TOWN AS REHABILITATION AREAS FOR THE PURPOSES OF §12-65(c) THROUGH §12-65(f) OF THE GENERAL STATUTES OF THE STATE OF CONNECTICUT AS AMENDED.

WHEREAS, pursuant to §12-65(c) through §12-65(f) of Chapter 203 of the General Statutes of the State of Connecticut, as amended, the legislative body of the Town of Plainfield is authorized to designate areas within the Town as "rehabilitation areas" eligible for deferrals in the increase of property tax assessments resulting from investments in property rehabilitation in designated "rehabilitation areas", and to also set forth certain criteria for eligibility of such areas for assessment increase deferrals; and

WHEREAS, it is desirable and in the public interest to adopt Rehabilitation Area Program Guidelines to assure the consistent application of program criteria and an equitable opportunity for any eligible property owner to participate.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF PLAINFIELD THAT:

1. Non-residential real properties within the Town of Plainfield are hereby designated as being in a Rehabilitation Area as provided for by, and in accordance with, §12-65(c) through §12-65(f) of the General Statutes of the State of Connecticut, as amended, together with all structures or facilities appurtenant thereto, located in the Town of Plainfield, County of Windham, State of Connecticut.
2. In accordance with §12-65(d) of the General Statutes of the State of Connecticut, as amended, the criteria for eligibility of said properties for inclusion in the Rehabilitation Area Program are as follows:

    a. Said properties are presently deteriorating, substandard or detrimental to the safety, health, welfare or general economic well-being of the community.

    b. The rehabilitation of said properties require significant physical and/or structural repairs and improvements of the structures or facilities appurtenant thereto, which repairs and improvements shall be in conformity with the Plan of Conservation and Development for the Town of Plainfield and with all applicable local zoning regulations

    c. All repairs and improvements which may take place on said properties shall be in compliance with all applicable local and State building codes and fire codes.

    d. The value of the proposed property improvement(s), as determined by the Town's Tax Assessor and Building Official, shall exceed $20,000.

3. Definitions:

    a. Improvement to land, and/or repair of structures or facilities appurtenant thereto shall mean significant physical and/or structural repairs and improvements expected to increase the assessed value of the land, and/or existing structures or facilities appurtenant thereto, including but not limited to new construction on vacant land, some improvements to existing exterior facades and the installation of exterior features including fencing, lighting and paving. Improvement or repair of a structure or facilities appurtenant thereto shall not mean the construction of a new structure unless such structure is determined by the town's Zoning and Building Officials to be an addition to an existing structure or a comparably-sized (within 50%) replacement of a structure of the same size which has been demolished.

    b. General maintenance or minor repairs shall mean physical and/or structural repairs and improvements not expected to increase the assessed value of existing structures or facilities appurtenant thereto; general maintenance or minor repairs shall not be eligible for a Rehabilitation Area Agreement unless such repairs and improvements represent less than fifty percent (50%) of the value of property improvements proposed in a Rehabilitation Plan.

    c. Residential property shall mean property consisting of not more than four (4) dwelling units.

4. Upon adoption of this Resolution, the Board of Selectmen shall be empowered to consider and act upon individual applications by property owners who present Rehabilitation Plans to the Board of Selectmen, and the Board of Selectmen may enter into Rehabilitation Area Agreements with such owners deferring any increased assessment attributable to the improvement or repair of a structure or facilities appurtenant thereto, exclusive of general maintenance or minor repairs, in accordance with §12-65(e) of the General Statutes of the State of Connecticut and as hereafter described.

    a. Rehabilitation Plans shall be reviewed and recommended by the Town's Assessor, Zoning Enforcement Officer and Building Official prior to referral to the Board of Selectmen.

    b. Agreements shall be contingent upon the continued use of the property for the purposes specified in the Agreement and shall be for a period not to exceed six (6) years from the date of completion of such rehabilitation which shall be within five (5) years of the date of the Agreement. One extension of up to five (5) additional years shall be permitted by the Board of Selectmen provided said extension is first approved by the Planning and Zoning Commission.

    c. For the first year following completion of such rehabilitation, the full increased assessment attributable to the property improvements made after the date of Agreement shall be 50% deferred; the following tax deferral schedule shall be incorporated into each Agreement.

Year	Incremental Amount to be Taxed for Property Improvements Valued at $20,000 or Higher:
1	50%
2	60%
3	70%
4	80%
5	90%
6	100%

d. In the event of a general revaluation in the year in which such rehabilitation is completed resulting in any increase in the assessment on such property, only that portion of the increase resulting from such rehabilitation shall be deferred.

e. In the event of a general revaluation in any year after the year in which such rehabilitation is completed, such deferred assessment shall be increased or decreased in proportion to the increase or decrease in the total assessment on such property as a result of such general revaluation.

f. A continued deferral in the increase of an assessment shall cease upon the sale or transfer of the property for any other purpose unless the Board of Selectmen shall have consented thereto.

g. An agreement may contain such other commitments by the property owner as may be negotiated by the Town.

Adopted by the Legislative Body at a Town Meeting held on _____.

_____ _____

Barbi Gardiner, Town Clerk Kevin Cunningham, First Selectman

(TOWN SEAL)

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e. In the event of a general revaluation in any year after the year in which such rehabilitation is completed, such deferred assessment shall be increased or decreased in proportion to the increase or decrease in the total assessment on such property as a result of such general revaluation.

f. A continued deferral in the increase of an assessment shall cease upon the sale or transfer of the property for any other purpose unless the Board of Selectmen shall have consented thereto.

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Adopted by the Legislative Body at a Town Meeting held on _____.

_____ _____

Barbi Gardiner, Town Clerk Kevin Cunningham, First Selectman

(TOWN SEAL)

Town of Plainfield

Electronic Data Backup Policy

1.0 Overview: This policy defines the backup policy for computers within the Town of Plainfield which are expected to have their data backed up. These systems are typically servers but are not necessarily limited to servers. Servers expected to be backed up include, but are not limited to, the file server, the mail server, the app server, the Active Directory servers, and the web server.

2.0 Purpose: This policy is designed to protect data in the organization to be sure it is not lost and can be recovered in the event of an equipment failure, intentional destruction of data, or disaster.

3.0 Scope: This policy applies to all equipment and data owned and operated by the Town of Plainfield, including the Plainfield Police Department.

4.0 Definitions:

1. Backup - The saving of files onto off-site hard drives in a RAID 6 configuration or other offline mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.
2. Archive - The saving of old or unused files onto external hard drives or other offline mass storage media for the purpose of releasing on-line storage room.
3. Restore - The process of bringing off line storage data back from the offline media and putting it on an online storage system such as a file server.

5.0 Timing: Full backups are performed nightly every day of the week. If for maintenance, weather related or holiday reasons, backups are not performed on any specific day, they shall be done as soon as possible.

6.0 Hard Drive Storage: The back-up hard drives are in a RAID 6 configuration in a 5 NAS (QNAP) storage devices with twelve, 8 TB hard drives each QNAP. Town Hall back-ups are off site in the Server room of Plainfield Police Department and the Plainfield Police Department back-ups are held in the Server room of the Plainfield Town Hall through a closed circuit broadband connection between the 2 back-up sites.

7.0 Responsibility: The IT Manager or his/her designee shall perform regular backups. The IT Manager or his/her designee shall develop a procedure for testing backups and test the ability to restore data from backups on a quarterly basis.

8.0 Testing: The ability to restore data from backups shall be tested at least once every 3 months.

9.0 Data Backed Up: Data to be backed up include the following information:

1. User data stored on the Virtual Machine (VM) hard drives.
2. System state data and files
3. The registry

Systems to be backed up include but are not limited to:

1. File server
2. Mail server
3. Production web server
4. Production database server
5. Domain controllers
6. Database server
7. Web server
8. Print server
9. App servers

10.0 Archives: Archives are made at the end of June every year onto external hard drives. User account data associated with the file and mail servers are archived three months after they have left the organization.

11.0 Restoration: Users that need files restored must submit a request to the IT manager. Include information about the file creation date, the name of the file, the last time it was changed, and the date and time it was deleted or destroyed.

Town of Plainfield

Acceptable Use Policy for Computers and Electronic Devices

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Town of Plainfield business. Some job responsibilities at the Town of Plainfield require access to the Internet and the use of software in addition to the Microsoft Office suite of products. Only people appropriately authorized, for Town purposes, may use the Internet or access additional software.

Software Access Procedure

Software needed, in addition to the Microsoft Office suite of products, must be authorized by your supervisor and downloaded by the IT department. If you need access to software, not currently on the Town network, talk with your supervisor and consult with the IT department.

Internet Usage

Internet use, on Town of Plainfield time, is authorized to conduct Town business only. Internet use brings the possibility of breaches to the security of confidential Town information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorized people, outside the Town, potential access to Town passwords and other confidential information. Removing such programs from the Town network requires IT staff to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask staff members to limit Internet use. Additionally, under no circumstances may Town of Plainfield computers or other electronic equipment be used to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

Email Usage at Company

Email is also to be used for Town of Plainfield business only. Town of Plainfield confidential information must not be shared outside of the Town, without authorization, at any time. You are also not to conduct personal business using any Town owned computer or email. Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste Town time and attention. Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policy.

Emails That Discriminate

Any emails that discriminate against employees by virtue of any protected classification including race, gender, nationality, religion, and so forth, will be dealt with according to the harassment policy. These emails are prohibited at the Town of Plainfield. Sending or forwarding non-business emails will result in disciplinary action that may lead to employment termination.

Company Owns Employee Email

Keep in mind that the Town of Plainfield owns any communication sent via email or that is stored on Town equipment. Management and other authorized staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.