

Received For Record At Plainfield CT

On SEP 16 2021 at 10:12am

Attest: Barbi J. Gardiner

Barbi J. Gardiner, Town Clerk

TOWN OF PLAINFIELD
BOARD OF SELECTMEN
Meeting Minutes –September 13, 2021

Kevin Cunningham called the regular meeting to order at 7:00 pm at the Plainfield Town Hall.

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

Minutes Art stated on the 8/23/2021 minutes, it states that Cathy seconded the motion to adjourn and it was Kevin who made the motion.

*Art motioned to approve the 8/23/2021 meeting minutes with the correction,
Kevin seconded. All in favor, motion passed.*

Public Comment none

Old Business None

New Business

1. Consider and act on tax refunds as requested by the Tax Collector totaling \$1,057.41 as follows:

Dennis A.& Denise Lyon	\$97.57
Chase Auto	\$383.73
Deborah A. Ogden	\$35.39
Michael A. & Sandra M.Fournier	\$6.63
David A. Pollard	\$8.36
Cheri M. Peltier	\$36.32
Nancy L. Mazzarella	\$27.73
Christopher L. Snow	\$69.69
VW Credit Leasing LTD	\$272.93
Walter LeClair & Dorothea A. Stastkivitch	\$119.06

Art motioned to approve the tax refunds totaling \$1,057.41, Kevin seconded. All in favor, motion passed.

2. Discuss and act on approving the bid for Ventrac 4500Z.

Kevin stated there were two bids, MTE Turf Equipment Solutions for \$59,008.40 and Bethel Power Equipment LLC for \$64,005.80.

Art motioned to award the bid to MTE Turf Equipment Solutions for \$59,008.40, Kevin seconded. All in favor, motion passed.

3. Discuss and act on approving the quote for street line painting.

Kevin stated there were two quotes, K5 Corporation for \$3,675.74 and Safety Marking, Inc. for \$3,975.74.

Art motioned to award the street line painting to K5 Corporation for \$3,675.74, Kevin seconded. All in favor, motion passed.

4. Discuss and act on approving the quote for stop bar painting.

Kevin stated there were three quotes, All Line Striping LLC for \$8,300.00, We Do Lines for \$4,995.00, and Q-Lines LLC for \$5,375.00.

Art motioned to award the stop bar painting to We Do Lines for \$4,995.00, Kevin seconded. All in favor, motion passed.

5. Discuss and act on quote for emergency/exterior lighting.

Kevin stated there are a number of deficiencies at the Town Hall and went over the list the Maintenance Lead put together. This also includes plugs for outside the building. There were two quotes, C&C Electric for \$9,800 and DWB Electrical Services for \$8,050.00. He stated they didn't know what the prices would be and they came in over \$7500. He would ask to bypass the procurement policy and choose one of the two companies.

Art motioned to waive the procurement policy and award the emergency/exterior lighting to DWB Electrical Services for \$8,050.00, Kevin seconded. All in favor, motion passed.

6. Discuss and act on a Town of Plainfield Phone Policy.

Kevin stated one reason for the policy is safety, they want to make sure people are safe when using their phones and another is to try to minimize the time they are being used. Art stated that there has never been a phone policy, Kevin agreed.

Art motioned to adopt the Town of Plainfield Phone Policy as attached, Kevin seconded. All in favor, motion passed.

7. Discuss and act on an updated COVID 19 Employee Policy.

Kevin stated they modified the policy and there are minor changes. They will adjust the policy as needed.

Kelly Vachon stated the 14-day quarantine was changed to 10 days.

Art stated under Guide for Self-Monitoring, #3 and #6 are the same. Kevin and Kelly Vachon, Finance Director, agreed. They will remove #6.

Art motioned to adopt the revised Covid-19 Employee Policy with the modification as attached, Kevin seconded. All in favor, motion passed.

8. Discuss and act on a Tobacco Free Policy for all Town of Plainfield Employees.

Kevin stated the Town doesn't have a policy and briefly reviewed the policy.

Art asked where employees go to smoke, etc. Kevin stated off grounds.

Mary Ann Chinatti, Town Planner, asked if this replaces the Smoking Policy. Kevin stated yes.

Art motioned to adopt the Tobacco Free Policy for all Town of Plainfield Employees as attached, Kevin seconded. All in favor, motion passed.

9. Discuss and act on appointing an agent for selling the I-Park Lots.

Kevin stated they have been working with Lyman and would like to continue working with them as the agent for selling the I-Park Lots.

Art asked if they could keep them for a year and not come back in six months. Kevin stated yes they could.

Art asked if it was still 6%, Kevin stated everything is the same as before.

Art asked the status of the two pending lots. Kevin stated they are dealing with Planning & Zoning right now.

Art asked about the Lot 25 and the price. Mary Ann Chinatti, Town Planner, stated lots 25 & 30 have a lot of no build area on them that was required from the Army Core of Engineers to be kept in conservation.

Art motioned to keep Lyman as the selling agent for the I-Park lots for one year, Kevin seconded. All in favor, motion passed.

10. Discuss and act on a release and settlement agreement for pending litigation.

Kevin asked to have this item moved to the last item on the agenda.

Art motioned to move Item 10 to the last item on the agenda, Kevin seconded. All in favor, motion passed.

11. Discuss and act on setting a public informational meeting for Open Space.

Kevin would like to set the date for October 4, 2021, at 7pm at the Town Hall.

Art motioned to set the meeting for October 4, 2021, at 7pm at the Town Hall, Kevin seconded. All in favor, motion passed.

12. Discuss and act on approving the bids for New & Used Trucks for the Building & Grounds and Highway Departments.

Kevin stated used vehicles are hard to find.

- A. Highway went out to bid for 2 new Ford F-150 Trucks with plows and 1 new F-250 Mason Truck with a plow. Bids were received from Columbia Ford and Putnam Ford. The Highway budget was \$130,000. Kevin went over the bids.

Columbia Ford bid 2 F-250's and 1 F350, all with plows for \$119,959 and they were the low bidder.

They estimated \$130,000 for these three trucks so there will be \$10,041 remaining.

Art motioned to award Columbia Ford the bid for the three trucks for \$119,959.00, Kevin seconded. All in favor, motion passed.

- B. Buildings & Grounds went out to bid for 1 new Ford F-150 or F-250 and 1 used Ford F-150 or F-250 trucks. Kevin went over the bids.

Columbia Ford bid for a new F-250's (one with plow included and one with plow prep included) and they were the low bidder for \$29,414.00 each, \$58,820.00 total.

Kevin asked Kelly Vachon that if they were to purchase 2 new vehicles, could we use the savings from the Highway Dept. to purchase both vehicles and still be under budget. Kelly stated yes, there's around \$10,000 savings from Highway.

Art motioned to award Columbia Ford the bid for the two new F-250 trucks for \$58,820.00 and use the unspent money from the Highway Dept. to cover the cost, Kevin seconded. All in favor, motion passed.

13. Discuss and act on line-item transfers.

Kevin went over the line-item transfers, these are from union contract raises and legal notices.

Art motioned to approve the line-item transfers of \$46,018.72 as attached and send to the Board of Finance, Kevin seconded. All in favor, motion passed.

10. Discuss and act on a release and settlement agreement for pending litigation.

Art motioned to go into executive session with the Board of Selectmen and Attorney Tom Girarde via zoom at 7:37 pm, Kevin seconded. All in favor, motion passed.

Art motioned to come out of executive session at 7:58 pm, Kevin seconded. All in favor, motion passed.

Art motioned to give consent to approve a settlement in the Dan Reale cases as further described by documents presented to the Town by the Town Attorney, Kevin seconded. All in favor, motion passed.

Other

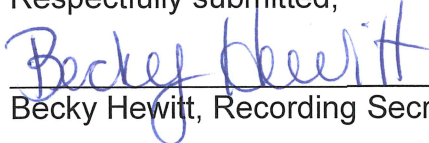
Kevin stated there will be a drive thru Covid-19 testing in the rear parking lot of the Town Hall on Mondays and Thursdays from 3-7pm.

Adjournment

Art motioned to adjourn at 7:59 pm, Kevin seconded. All in favor, motion passed.

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

Respectfully submitted,


Becky Hewitt, Recording Secretary

Town of Plainfield Employee Cell Phone Policy

Policy Purpose

This employee cell phone policy outlines the Town of Plainfield's guidelines for using cell phones and other mobile devices at work.

We recognize that smartphones are an integral part of everyday life and are a great asset if used for productivity apps, calendars, business calls, and the like. But smartphones are a detriment to focus and efficiency if used unwisely and excessively during business hours.

Scope

Our cell phone policy applies to all employees.

Policy Guidelines

Employees who use smartphones excessively during work hours may:

- Disturb colleagues by making unnecessary calls.
- Get distracted from their work.
- Cause problems or accidents when they use their cell phones inside company vehicles or in areas where phones are prohibited.
- Create security issues by misusing personal devices or the company's internet connection.

The Town of Plainfield expects all employees to use cell phones in a sensible manner during work hours.

Employees are advised to:

1. Use personal and company-issued devices for business purposes only.
2. Maintain company-issued equipment in like-new condition.
3. Talk, text, and use the internet on their personal cell phone or mobile device only a few minutes per day.
4. Turn off or silence any cell phones/devices when asked.

Employees are not allowed to:

1. Play games on their cell phone (personal or company-issued) during work hours.

2. Use their device's camera or microphone to record confidential business information.
3. Use their device (personal or company-issued) for any reason while driving a company vehicle.
4. Use their device in an area where cell use is explicitly prohibited.
5. Disturb colleagues by speaking on their phone for personal reasons during work hours.
6. Download, upload, or view inappropriate, illegal, or obscene material on any device or over the business's internet connection.
7. Forward town phone to personal cell phone or home phone lines.

Permissible activities:

Employees are allowed to:

- Make business calls.
- Check important messages.
- Use productivity apps.
- Make brief personal calls away from the workspace of colleagues.
- Use their phones and devices during breaks.
- Use their phones and devices during the lunch hour.
- Use their phone or device while in a parked vehicle.

Disciplinary Consequences

Town of Plainfield reserves the right to monitor employees for inappropriate and/or excessive use of cellular devices. If device usage results in a decline in productivity or interferes with normal business operations, management will suspend the employee's right to use a cellular device.

Employees are subject to severe disciplinary action (up to and including termination) in cases where they:

- Cause a security breach.
- Cause an accident through reckless use of a mobile device.

Town of Plainfield Policy - Presumptive or Confirmed COVID-19 Positive

9/13/2021

REPORTING TO WORK

Any employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing any symptom of COVID-19 is **not** permitted to enter any Town of Plainfield vehicle or property.

Any employee who is not feeling well prior to the start of their work shift is directed **not to come to work** and to follow established Town of Plainfield policy and protocol, such as those contained in the employee's union contract where applicable, for reporting an absence due to personal illness.

GUIDE FOR SELF-MONITORING BEFORE OR DURING WORK

1. If an employee has any one or more of these symptoms listed below, please do not come into work (employee does not have to report to employer which symptoms):

Fatigue

Headache

Congestion/Runny Nose

Cough

Muscle Aches

Chills

Sore throat

Nausea/Vomiting or Diarrhea

Shortness of breath or difficulty breathing

New loss of taste or smell

2. The employee will be advised to get a COVID test and to stay home and self-quarantine while waiting for the results.
3. If an employee's test is positive, regardless of the presence or absence of symptoms or an employee's vaccination status, the employee must self-isolate for **10 days** from the date of the first symptoms and may not return to work until 10 days has passed and they have been fever-free for at least 24 hours, as described below.
4. If an employee's test is negative, but they are experiencing any symptom, they must wait at least 5 days from the date of the prior negative test and be re-tested. If two negative tests are produced, the employee may return to work, provided they have been fever-free for at least 24 hours, as described below.
5. Employee shall forward any medical documentations (including COVID test results) to the Finance Department. Employees are not required to share their vaccination status with the

Town, at this time; however, they are required to comply with the testing protocol and timing appropriate for their status.

GUIDE FOR A CLOSE CONTACT EXPOSURE TO COVID-POSITIVE INDIVIDUAL

1. Unvaccinated employees shall self-quarantine for at least 10 days when they have been in close contact with COVID-positive individual, or at least 7 days if they produce a negative test result taken later than the 5th day following the close contact and the employee has no symptoms. A close contact is defined as being within 6 feet for more than 15 minutes over a 24-hour period of time. If COVID symptoms appear, the employee must follow the protocol above for an employee with any symptom of COVID-19.
2. A Vaccinated employee who is in close contact with COVID-positive individual shall be permitted to work, wearing a mask for 10 days unless a negative COVID test result is produced taken later than the 5th day following the close contact; however, the employee must self-isolate for 10 days if any COVID-19 symptom occurs.
3. Any employee, supervisor, working supervisor, or Department Head should report any known information regarding any employee's exposure or potential exposure or symptoms to the First Selectman or Finance Department.
4. An Employee shall use their sick time to cover time off from work related to COVID.

IF AN EMPLOYEE DOES NOT RETURN TO WORK BY DATE IDENTIFIED ON FINANCE LETTER AND DOES NOT CONTACT THE DEPARTMENT HEAD FOR ANY ADDITIONAL LEAVE NECESSARY UNDER FMLA, THE EMPLOYEE WILL BE CODED AS LEAVE WITHOUT PAY AND MAY BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION.

EMPLOYEE PERSONAL TRAVEL DURING THE PANDEMIC:

The Town is adhering to local, state, and federal guidelines including the Northeast Health District, the State of Connecticut, CT Department of Health, and the CDC. Employees should review the State of Connecticut Travel Advisory website <https://portal.ctgov/Coronavirus/travel> while considering travel during the pandemic.

It is important to be responsible to the public we serve and the health and well-being of fellow employees.

GUIDANCE FOR A DEPARTMENT HEAD/WORKING SUPERVISORS WHEN EMPLOYEE TESTS POSITIVE FOR COVID 19

It's important to remember that an employee's health information is private and shall not be shared with others. When an employee tests positive in your department, the following information can be shared:

Upon awareness of a positive case, the Department Head or Working Supervisor should immediately notify the First Selectman or Finance Director in order to promptly conduct any necessary contact tracing to protect others.

ANTI-RETALIATION/HARASSMENT POLICY

1. As part of the Town's value of respect for individuals, we expect all employees to be supportive of all individuals, including those wearing a mask or face covering indoors and to not inquire: (a) why any such individual is wearing a mask or face covering; (b) whether or not such individual has been vaccinated; and (c) the reason(s) why or why not. Discussion in the workplace about your views or philosophy on vaccinations is not permitted.
2. Integrity is one of our core values, and we trust that individuals who have not been fully vaccinated will strictly adhere to this protocol and not jeopardize the health and safety of others. Consistent with Connecticut's policy, the above policy will be implemented through the honor system, meaning the Town will not verify proof of vaccination from employees or others prior to them accessing our buildings. Please be advised, however, that failure to comply with this policy and CDC guidelines may result in discipline, up to and including termination.
3. Harassment of or retaliation against any employee or other individual you come in contact with during your employment with the Town based on their vaccination status or their wearing of a mask and/or face-covering will not be tolerated.

SOCIAL DISTANCING/SAFETY PRECAUTIONS TO FOLLOW DURING THE WORKDAY

1. No one is required (though you are permitted to) wear a mask when alone in your own office or are in an office space that is at least six feet away from others.
2. Cover your mouth and nose with your elbow when coughing or sneezing to prevent the spread of germs.

3. Employees shall not share headsets, phones, or other objects that are near mouth or nose.
4. Wash your hands frequently and for at least 20 seconds.
5. Stay home when you are sick, regardless of whether your plans for the day involve office work or field work.
6. Increase the frequency of cleaning commonly touched surfaces. Use cleaning sprays or wipes to clean and disinfect frequently touched objects and surfaces.

PROMOTE/MAINTAIN SOCIAL DISTANCE

Each Department should address protocols for the following considerations, if relevant.

Physical Changes to the Workspace

Where there is interaction with the public, appropriate see-through materials (glass or plexiglass) have been installed. There may also be more straightforward changes, such as keeping doors locked with entry only by the staff of that office, with a number to call for visitors for controlled access.

Shared spaces such as reception areas and break/conference rooms may need alterations for appropriate distancing (e.g. limiting and positioning chairs, marking floors with tape, separating tables, designating doors as entrance versus exit).

Changes to Procedures for Limited Contact in Common Areas

Copier Area

Break Room protocol

Receiving/Distributing Mail

Limiting/Controlling Visitors (Employees Outside Department as well as Vendors, Contractors, Public)

Each Department should schedule appointments when possible and find an alternative to in-person meetings. Consider using phone, email, virtual meeting programs and mail as an alternative to meeting in person.

AVENUES TO REPORT CONCERNS OR VIOLATIONS

Concerns may be reported to:

A Department Head

Finance Director at 860-230-3005

First Selectman Office at 860-230-3001

Every Town of Plainfield employee is responsible for compliance with the policy. Employees who fail to abide by this policy and/or fail to report known violations of this policy shall be subject to disciplinary action, up to and including immediate termination.

PLAINFIELD TOBACCO-FREE POLICY

9/13/2021

Purpose

To protect the health, safety, and comfort of Town of Plainfield employees, and visitors.

Smoking is a leading cause of preventable death in the United States. Smoking and secondhand smoke are known causes of lung disease, heart disease, and cancer.

The Town of Plainfield recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke.

This policy covers the smoking of any tobacco product, including smokeless tobacco products and electronic cigarettes (regardless of tobacco content), and it applies to both employees and nonemployee visitors.

Policy

All Employees are expected to abide by this policy. No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within each Town of Plainfield facilities or on the property of the Town of Plainfield at any time. "Property" means the organization's facilities "curb to curb," including offices, grounds, parking lots, and town owned or leased vehicles.

Procedure

1. Staff, visitors, and clients will be informed of the Town of Plainfield tobacco-free policy through signs posted throughout properties owned and operated by the Town of Plainfield.
 2. The Town of Plainfield will assist employees who want to quit smoking by helping them access smoking cessation programs and materials.
CT Quit line 1-800-QUIT NOW
 3. Any client or visitor observed using tobacco products or electronic cigarettes on owned or leased premises will be asked to discontinue in a tactful manner.
 4. Any employee violations of this policy will be handled through the standard disciplinary procedure.
-



SIGNATURE, FIRST SELECTMAN

9/15/2021 Line Item Transfers

10-6102-12 Finance Salaries	10-6102-12	\$ 1,773.60	Union Contract signed Supervior's Union
10-6101-14 Assessor Dept head	10-6101-14	\$ 2,431.96	
10-6102-22 Buildings Ground Salaries	10-6102-22	\$ 18,961.20	
10-6101-26 Fire Marshal Dept head	10-6101-26	\$ 2,118.16	
10-6101-32 Building Dept Head	10-6101-32	\$ 2,518.40	
10-6101-34 Planner	10-6101-34	\$ 2,520.60	
10-6101-38 ACO Director	10-6101-38	\$ 6,357.60	
10-6102-32 Asst Bldger and Computer	10-6102-32	\$ 1,837.20	
10-6203-10 Legal Notices	10-6203-10	\$ 7,500.00	Need to cover postings in Newspapers
From Contingency	10-6270-42	\$ 46,018.72	