

Wendt, Barbara	Sub – Librarian – East	\$160
Wheeler, Ruthann	Tax Collector	\$12,480
Williams Jr, Thomas	Selectman	\$2,350
	<b>TOTAL</b>	<b>\$657,236</b>

**PLAINFIELD TOWN HALL OPERATIONS COMMITTEE  
2011**

The Plainfield Town Hall Committee was established in 1995 to oversee the maintenance of the Plainfield Town Hall and to make recommendations to the Selectmen for repairs and upkeep. The mission of the committee is to assure that regular maintenance and upkeep is done on the Plainfield Town Hall in order to avoid another major restoration and, in the end, to save money for the town. Three of the committee members were on the original committee that oversaw the restoration of both town halls: David Chellis, Nancy Norwalk, and Beverly Widger. Other Committee members include Brad Atwater and Nancy Scott.

Normal maintenance has been done on a regular basis to the Plainfield Town Hall by utilizing the Town Hall Maintenance Fund (established for both town halls). The committee checks the inside and outside of the building, looks at the usage of the hall, inspects for hazards, and reassesses the town hall rental policy.

The committee makes the following recommendations:

- The stone foundation, especially the Northwest corner (left side), is in need of repair and stabilization, including chinking and repointing. An updated estimate should be obtained.
- Once the foundation repair is done, the town hall needs to have plaster repair and an interior painting. The last time the interior was painted was in 1995. The kitchen ceiling is peeling.
- The ceiling tiles stained by a old water leak should be replaced.
- In order to maintain the beautiful hardwood floor, the floor needs to be thoroughly cleaned, lightly sanded, and another coat of finish applied to continue to preserve it.
- The entrance threshold continues to deteriorate and needs replacement.
- The landscaping in front of the town hall needs to be trimmed substantially.
- The storm windows were not put on for the winter and heat is escaping. One window was to be repaired by town staff and has not been returned.
- The attic was provided with a barrier to collect bat guano. This should be checked to see if it should be removed (sold?) and a fresh barrier put down.
- The entry steps and ramp again have peeling paint. We need to find a solution to this problem.
- The windows should be washed inside and out.
- The basement of the town hall needs to be cleaned and contents assessed as to whether they should be kept, repaired or discarded, i.e., benches and old town fencing.

The committee discussed, at length, the regular cleaning and checking of the town hall before and after renters. Renters have the expectation that the town hall will be clean

upon renting the building. The town hall is used for private functions, town functions and community non-profit organizations' events. The rent for the town hall is very reasonable for in-town residents and the committee supports that. However, whether it is a non-profit, for profit, an in-town renter, or an out- of-town renter, the town should charge a maintenance cleaning fee which is refunded if the town hall is left in the same condition or better after the rental. The senior luncheons are regularly held at the town hall and they deserve a clean environment.

The town hall needs regular and thorough cleanings by a commercial cleaner who will use proper equipment to wash the wood floor. The hall also needs regular cleanings by a professional cleaner before rentals (or after) to clean bathrooms, dust window ledges, clean the kitchen, empty lingering trash, and other housekeeping. The committee recommends quarterly cleanings by a commercial cleaner and touch up cleanings monthly.

The committee recommends that an individual (either town employee or volunteer) perform a check of the town hall before and after a rental. The person maintains and coincides visits with the rental calendar.

The rental policy currently in place is satisfactory. However, we encourage the town to enforce the policy and charges. These charges would pay for regular cleanings.

A suggestion was made that the town consider using the Plainfield Town Hall as a voting location in alternate years instead of always using the Plainfield School. This alternative voting location would be returning to a past practice of the Town.

Lastly, the committee believes that an investment should be made for new tables (12) and chairs (175) for the town hall. The existing chairs are in poor condition, break/bend easily, mar the floor, and are uncomfortable. They were a donation from an organization that was going to take them to the dump and we took them to fill an immediate need. The tables are a collection of library, senior, and donated tables of varying sizes and in disrepair. The committee recommends that the town invest in chairs and tables that can be used at a variety of town sponsored events.

*Nancy Norwalk, Beverly Widger, Brad Atwater, Nancy Scott, David Chellis*

## **WELFARE REPORT 2011**

Plainfield has once again this year met our local needs for assistance in large part from the generosity of residents who make both cash and in kind gifts. If not for these donations local taxpayers would necessarily have to pay more to meet our obligations.

Again this year the senior luncheons have continued to be well attended. These monthly gatherings provide opportunities for an afternoon out and fellowship amongst old friends as well as opportunities to meet new ones.

If you or someone that you know needs assistance, please call the town office (469-3201) so that needs can be evaluated.

*Al Grindle*- Town Welfare Officer