

**Town of Plainfield Purchasing Policy**

**Effective July 16<sup>th</sup> 2008**

All non-emergency Town of Plainfield purchases shall follow this procedure. In the event of a need for an emergency purchase the department head and/or town administrator shall obtain approval from the chairman of the Board of Selectmen before making the purchase. In no case shall a town purchase in excess of \$3,000 be made without the consent of at least two members of the Board of Selectmen.

<b>Purchases of</b>	<b>Action Needed</b>
\$0 to \$1,500	Approval of the Department Head
\$1,501 to \$10,000	Three written quotes. Selectboard signed purchase order in hand before purchase is made.
\$10,001 and over	RFP/quotation process. Department head recommendation. Selectboard review of quotes and a board signed purchase order.

For ongoing operational supplies such as fuel, oil, road salt etc. once the initial approval has been received the authority shall be considered ongoing for that season or the duration of the contract.

Signed

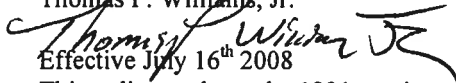


Robert W. Taylor, Chairman Board of Selectmen



Judy A. Belyea

Thomas P. Williams, Jr.



Effective July 16<sup>th</sup> 2008

This policy replaces the 1991 version and address a concern raised in the 2007 financial audit.

JAB 12-20-17

JCS 12-20-17

JAB 1-16-19  
JCS 1-16-19

Robert W. Taylor 1/16/2019

**TOWN OF PLAINFIELD  
CASH MANAGEMENT/INVESTMENT POLICY**

**I. Policy Statement**

This policy has been developed to gain compliance with RSA 41:29. The objective of the policy is to insure the safe, accurate handling of the Town of Plainfield's cash assets.

**II. Policy Procedures-Cash Receipts**

All cash receipts are to be held in the town office vault.

All cash receipts are to be put in the custody of the town's treasurer on at least a weekly basis.

The town's treasurer is to maintain, at a minimum, all records as required by RSA 41:29.

The town's checking account balance is not to exceed the maximum insured by the Federal Deposit Insurance Company (FDIC). Currently, this amount is \$100,000.

**III. Policy Procedures-Cash Investments**

Operating cash not held in the town's checking account will be deposited in the New Hampshire Public Deposit Investment Pool as outlined in RSA 383:22.

To invest operating cash with an agency other than the New Hampshire Public Deposit Investment Pool will require specific approval by the Board of Selectmen.

**IV. Policy Procedures-Accounts Payable**

Prior to payment all invoices must be approved by the appropriate department head.

Invoices will be selected for payment by the Town Administrator in a manner that maximizes the town's financial position, while meeting the town's obligations to vendors in a timely manner.

The signature of two Selectmen and the Town's treasurer will be required to validate each check.

V. Policy Procedures-Funds held by the Trustees of Trust Funds

All funds in the custody of the Trustees of Trust Funds will be invested as outlined in RSA 31:25. The use of the New Hampshire Public Deposit Investment Pool is encouraged by the Selectmen.

This policy was adopted on 1/9/, 1997

BOARD OF SELECTMEN

*Sheila M Stone*

Sheila M. Stone, Chair

*Judith A Belyea*  
Judy A. Belyea

*Mark H. Wilder*

Mark H. Wilder

*Reviewed by BOS*

*1/21/15*

*Judith Belyea*  
*Robert W. Joseph*

*Reviewed by BOS*

*12/16/15*

*CCS*  
*Robert W. Joseph*

*Reviewed by BOS*

*12-20-17*

*Judith A Belyea*  
*CCS*

*Reviewed by BOS*

*1-16-19*

*Judith A Belyea*  
*CCS* *Robert W. Joseph*

**TOWN OF PLAINFIELD, NEW HAMPSHIRE**  
**110 Main Street**  
**Plainfield, NH 03781**

PO Box 380, Meriden, NH 03770  
e-mail: plainfield.ta@valley.net

Telephone (603) 469-3201  
facsimile (603) 469-3642

October 22, 2002

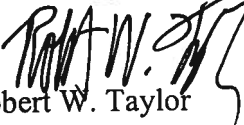
To Local Funeral Home Directors:

As a show of respect for Plainfield residents that have passed away, the Plainfield Police Department will, if asked, provide an officer and cruiser escort service from either the townline or from an in town location to the interment site. As we are a very small town, this courtesy service is subject to the availability of the duty officer. Emergency calls for service will, of course, be handled as required.


If in preparing for a Plainfield service, you have a family that would appreciate a Police escort please contact Chief Gordon Gillens to make the necessary arrangements. Chief Gillens can most easily be reached through Hanover Dispatch at 643-2222.

Please do not hesitate to contact us with any questions.

Plainfield Board of Selectmen

  
Robert W. Taylor

Judith A. Belyea

  
Mark H. Wilder

c: Chief Gordon Gillens

*Town of Plainfield, NH*

*PO Box 380*

*Meriden, NH 03770*

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## **FUND BALANCE POLICY**

1. In accordance with the Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, effective for periods ended June 30, 2011, the Board of Selectmen recognizes the following with regards to fund balance.

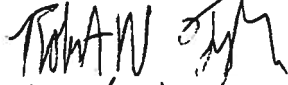
Fund balance must be classified into one or more of the five following categories:

- a. **Nonspendable Fund Balance** – permanent trust funds (nonexpendable portion) non-cash assets such as inventories or prepaid items.
  - b. **Restricted Fund Balance** – funds legally restricted for specific purposes, such as grant, library, income balance of permanent funds, and capital project fund cannot change purpose.
  - c. **Committed Fund Balance** – amounts that can only be used for specific purposes pursuant to a formal vote at Town Meeting; such as expendable trust (capital reserve), nonlapsing appropriations, and other special revenue funds not listed under restricted can change purpose via vote at Town Meeting.
  - d. **Assigned Fund Balance** – amounts intended by the Board for specific purposes. The Board can choose to delegate this authority to the Town Administrator or Finance Director, depending on the situation. Items that would fall under this type of fund balance could be encumbrances.
  - e. **Unassigned Fund Balance** – residual spendable fund balance after subtracting all of the above amounts.
2. **Restricted Fund Balance.** Includes library, grants, and capital project funds, as well as income balances of permanent funds.
  3. **Committed Fund Balance.** The Town Meeting, as the government's highest level of decision-making authority, may authorize special revenue funds in accordance with the provisions of the New Hampshire Revised Statutes Annotated (RSAs) and expendable trust (capital reserve funds).

4. Assigned Fund Balance - Lapse of Appropriations. All appropriations shall lapse at the end of the fiscal year unless authorized in accordance with the provision of RSA 32:7.
5. Spending Prioritizations:
  - a. When an expenditure is incurred that would qualify for payment with either restricted or unrestricted funds, it will be paid first from restricted funds.
  - b. When an expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it will be applied in the following order:
    - 1) Committed, 2) Assigned, and 3) Unassigned.
6. The Town will follow the provisions of the State Municipal Budget Law (RSA 32) in emergency situations which may cause an over expenditure of total appropriations.
7. The Board will target a level of unassigned fund balance as follows:
 

5% to 10% of the total property tax commitment
8. Annual Review. Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process.

This policy was adopted by the Board of Selectmen on February 1st 2012



Robert W. Taylor



Judy A. Belyea

Thomas P. Williams

Reviewed 01/15/14 JAB. RWT Thomas P. Williams

01/21/15 Judy A. Belyea RWT

01/16/15 Robert W. Taylor

**TOWN OF PLAINFIELD, NEW HAMPSHIRE**  
**110 Main Street**  
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**PO Box 380, Meriden, NH 03770**  
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**February 6, 2013**

Richard J. de Seve  
Compliance Supervisor  
NH Dept of Environmental Services  
29 Hazen Drive  
Concord, NH 03302-0095

Re: RSA 485 A:32, 11

Dear Mr. de Seve:

The Plainfield Board of Selectmen voted on February 6<sup>th</sup> 2013 to, effective immediately, be added to the state's list of prior approval towns for the purpose of waste water system review (RSA 485 A:32 II). Our local permitting process now requires that the design for these systems be reviewed for zoning/land use regulation compliance by our Zoning Administrator before being submitted to the New Hampshire Department of Environmental Services for approval.

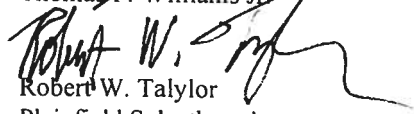
Sincerely,



Judith A. Belyea



Thomas F. Williams Jr.



Robert W. Taylor  
Plainfield Selectboard

## Town of Plainfield/Town Office/Data Backup Policy

### Overview

This policy defines the backup policy for computers within the Plainfield Town Office which are expected to have their data backed up.

### 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.

### Scope

This policy applies to all equipment and data owned and operated by the organization. The backup system was installed and designed by North Country Computers of Cornish NH.

### Definitions

1. Backup - The saving of files onto magnetic tape 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 magnetic tape 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.

### Timing

Full backups are performed nightly on Monday, Tuesday, Wednesday, Thursday, and Friday. If for maintenance reasons, backups are not performed on Friday, they shall be done on Saturday or Sunday.

### Tape Storage

There shall be a separate or set of tapes for each backup day including Monday, Tuesday, Wednesday, and Thursday. There shall be a separate or set of tapes for each Friday of the month such as Friday1, Friday2, etc. Backups performed on Friday or weekends shall be kept for one month and used again the next month on the applicable Friday. Backups performed Monday through Thursday shall be kept for one week and used again the following appropriate day of the week. Daily tapes will be stored in the town office vault. Weekly/monthly tapes will be stored off site.

### Age of tapes

The date each tape was put into service shall be recorded on the tape. Tapes that have been used longer than two years shall be discarded and replaced with new tapes.



Responsibility

The Town Administrator and Office Manager shall perform regular backups.

Testing

The ability to restore data from backups shall be tested at least once per month.

Tape Storage Locations

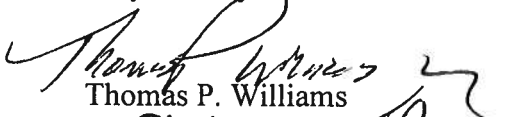
Offline tapes used for nightly backup shall be stored in the fireproof safe vault.

Weekly/monthly tapes shall be stored off site.

Police Adopted



Judy A. Belyea



Thomas P. Williams



Robert W. Taylor

**Plainfield Board of Selectmen**

2/6/13

## Preamble

**Whereas,** RSA 31:39 authorizes Towns to make ordinances.

**Whereas,** experience has indicated that unregulated large outdoor activities may both pose 1) a threat to the health and safety of the participants and the general public and 2) a noise and congestion nuisance to the surrounding neighborhood.

**Whereas,** the advanced notice of large outdoor activities provides an opportunity for local law enforcement to work with the activity sponsors to plan and make adequate provisions for such events.

**Now Therefore,** the Plainfield Board of Selectmen having followed due process have enacted the following ordinance.

### OUTDOOR EVENT ORDINANCE

adopted 11/22/95

Effective thirty days beyond the date of adoption of this ordinance it shall be unlawful for any person to hold within the geographic boundaries of Plainfield an outdoor event or portion thereof involving more than two hundred (200) persons at one time without first obtaining an "Outdoor Event Permit" from the Police Chief.

Uses that are "grandfathered" and ongoing under the Plainfield Zoning Ordinance or have received a special exception to operate, from the Board of Adjustment, are exempt from this ordinance for events that fall within their customary activities. However, special events or new promotions must comply with this ordinance.

By example, all of the following while not an inclusive list, shall be considered an "Outdoor Event" when involving more than two hundred (200) participants or spectators: weddings, parties, races, rides, runs, walks, sales, concerts, training exercises, demonstrations, games, dances, circuses, carnivals.

Pursuant to RSA 105:9 III, when deemed necessary by the local Police Chief, the organizers of any event may be required to provide for additional police coverage for the event at their expense.

When granting a permit the Police Chief will consider the following types of information: Nature of the activity and appropriateness of proposed location; availability of alcohol at the event; proposed time of day and length of the event, abutter concerns; anticipated number of participants. Adequate provisions must be made for: security, traffic, parking, sanitation and noise control.

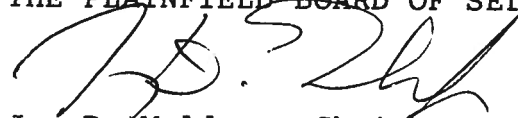
If a permit is denied, the Police Chief must state in writing to the applicant the reasons why the permit was denied, with a copy to the Board of Selectmen.

Outdoor Event Ordinance  
Page 2

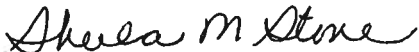
Any person who is denied a permit or objects to conditions imposed in the granting of a permit may appeal to the Board of Selectmen. Such an appeal must be made in writing and at least two weeks before the event is to take place. The Board of Selectmen will take up the appeal at their next meeting.

Persons guilty of violating this ordinance may be subject to a fine of not more than \$1,000 for each offense.

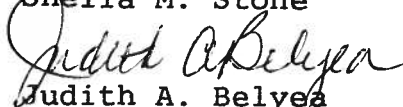
THE PLAINFIELD BOARD OF SELECTMEN



Jay D. Waldner, Chair



Sheila M. Stone



Judith A. Belyea

To: Mary Cassedy, Chair Planning Board  
H. Fenton Smith, Chair Zoning Board of Adjustment

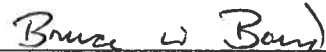
From: The Board of Selectmen

Re: Hiring of outside consultants at December 12th, 1990  
the expense of the applicant.

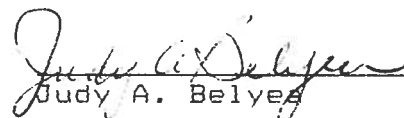
It is the policy of the Board of Selectmen that any new applicants coming before the various boards, which will require the hiring of an outside consultant at the applicants expense, be required to post an "appropriate" retainer either with the town or the consultant before any consulting work is performed. The retainer should be of an amount agreeable to all parties involved, but sufficient enough to cover any costs likely to be incurred between board meetings. We suggest that you look to the consultant to set the retainer amount.

The town is ultimately responsible for any consulting work done on its behalf, if the applicant defaults. The purpose of this policy is insure that the town is never left in a compromising financial position. We advise that you make all new applicants aware of this policy right from the very beginning of project discussions.

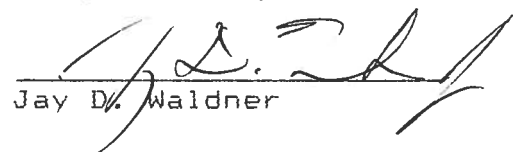
THE BOARD OF SELECTMEN



Bruce W. Baird, Chair



Judy A. Belyea



Jay D. Waldner



## **TOWN OF PLAINFIELD SAFETY SHOE VOUCHER PROGRAM**

### **I. POLICY**

It is the policy of the Town of Plainfield to provide employees with the necessary protective shoes. Occupational Safety and Health Administration (OSHA) regulations require that under various conditions protective footwear is required; to ensure the safety of employees, appropriate protective footwear must be worn by all persons when working areas where there is a danger of foot injuries from heavy fall or rolling objects, objects piercing the soles and/or against crushing or lacerations. The town offers this program as a benefit to employees.

### **II. PURPOSE**

The purpose of the safety shoe voucher policy is to provide an annual voucher for up to \$200 the purchase of safety shoes for full time employees in the highway department.

### **III. ELIGIBILITY**

Employees may purchase protective footwear when a department head certifies that the current pair of safety shoes is unfit for continued wear.

Under certain conditions where the protective footwear was damaged beyond normal wear and tear while the town employee was performing a specific task, then the Town Administrator may authorize that the town to issue a voucher for a second pair of protective footwear.

Only one pair of safety footwear will be allotted per employee each budget year. Any replacement of safety footwear within the year period must be purchased at the expense of the employee unless specified above. At no time, under any circumstance, shall the employee be excused from wearing safety footwear when the position requires such. If an employee is terminated within the probationary period, that person must reimburse the town for the full cost of his/her pair of safety footwear.

### **IV. PROCEDURE**

Employees can be reimbursed one time per budget year. Receipt for the purchase along with documentation showing the shoe meets the standards for protective footwear are to be submitted to the Town's Road Agent for approval. Reimbursement in the form of a check payable to the employee will follow within thirty days.

## V. DEFINITIONS

Protective Footwear: Footwear that meets the requirements of the American National Standards Institute standards: ASTM F-2412-2005, ASTM F-2413-2005, ANSI Z41-1999 or ANSI Z41-1991, ANSI Z41-1991 as referenced by the Occupational Safety and Health Act (OSHA). The work boots may not be cowboy boots, athletic shoes, or hunting boots. In some positions such as the fire department a non-conductive tennis shoe-type is acceptable.

## VI. AUTHORIZATION

*RCS*

Ron C. Eberhardt, Chairman

*Robert W. Taylor*

Robert W. Taylor

*Eric R. Brann*

Eric R. Brann

Plainfield Board of Selectmen

Date *12/5/19*

Effective 2019 Budget year.

## **Preamble**

**Whereas,** each employee of the Town of Plainfield is expected to act in a professional manner in accordance with his/her position.

**Whereas,** each employee is expected to perform the duties of their position as outlined by the Town's personnel policies and position descriptions, and at the direction (verbal or written) of his/her supervisor.

**Now Therefore,** for the protection of Town property and other employees, the Selectmen have established the below disciplinary procedure to be utilized by Department Heads as deemed necessary.

### **TOWN OF PLAINFIELD DISCIPLINARY POLICY**

The following establishes Plainfield's disciplinary process. Discipline may be initiated at any step of the process depending on the seriousness of the offense. In all cases, the rule, policy, instruction or procedure that was violated will be reviewed with the employee to reinforce the behavior expected.

The following are examples of the types of employee conduct that may lead to disciplinary action.

- a) absenteeism
- b) tardiness
- c) insubordination
- d) unacceptable performance
- e) the use of alcohol or drugs
- f) falsification of documents concerning payroll or other departmental operations
- g) willful negligent destruction of public and/or private property
- h) obscene language or a violent act directed at other employees or the public
- i) theft of public or private property
- j) failure to comply with safety requirements

**A. VERBAL WARNING** - Any infraction of the rules, policies, instructions or procedures will warrant a verbal warning from the employee's immediate supervisor. In giving the warning the supervisor must inform the employee of the specific nature of the violation, remedial actions, and the consequences of further violations which may include, but not be limited to a written warning, suspension and or discharge. A brief written description of the incident causing the verbal warning will be placed in the employee's personnel file by the immediate supervisor

**B. WRITTEN WARNING** - Any subsequent or serious violation of the rules, policies, instructions or procedures of the department may result in a written warning. A written warning is a more serious form of discipline and is specifically designed to alert the employee as to the seriousness of his/her deficiencies and

potential action for further violation of the policies, procedures or rules. The employee will be asked to sign the warning to acknowledge receipt and understanding of the contents. A copy of the warning will be made available to the Board of Selectmen and placed in the employees personnel file.

**C. SUSPENSIONS** - Any subsequent or serious violation of the rules, policies, instructions or procedures of the organization may result in the suspension of the employee. The Department Head may suspend the employee for up to three (3) working days without pay. Suspensions of a longer duration must be approved by the Board of Selectmen.

**D. TERMINATION** - Employees may be terminated from employment for a single serious violation of the rules, policies, instructions or procedures, and/or for repeated violations of the rules, policies, instructions or procedures. The employee shall be advised in writing of the reason for why he/she is being terminated. A copy of the dismissal to be placed in the employee's personnel file.

In the case of Written Warning, Suspension or Termination the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

In the case of Termination the Department Head will advise the Board of Selectmen in writing of his/her intentions prior to releasing the employee.

Any employee need not have been suspended for any previous violations before being terminated.

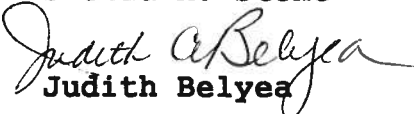
Employees who feel that they have been disciplined unfairly will first discuss the issue with their immediate supervisor. The next level of recourse will be to the Board of Selectmen in the form of a written statement detailing the employee's concerns. The Selectmen will respond, in writing, within fourteen days to any such statement.

This disciplinary policy may be superseded by an existing department disciplinary policy with the written approval of the Board of Selectmen.

**PLAINFIELD BOARD OF SELECTMEN**

  
**Jay D. Waldner, Chair**

  
**Sheila M. Stone**

  
**Judith Belyea**

APR 5 1995



**TOWN OF PLAINFIELD  
SUBSTANCE ABUSE POLICY AND PLAN**

**I. Policy Statement**

The Town of Plainfield has a strong commitment to provide a safe and efficient work place to all its employees and to promote a high standard of employee health. Every employee shares in the responsibility to support a drug and alcohol free environment. The possession, consumption, sale, gift, exchange, use or being under the influence of alcohol or a controlled substance on Town time or Town property is prohibited. Off-the-job illegal drug activity or alcohol abuse that could adversely affect an employee's job performance will not be tolerated. The Town's goal is to maintain a work environment that is free from the effects of alcohol or illegal and unauthorized drugs. The presence of drugs on the job and the influence of these substances on employees during working hours are inconsistent with these objectives. Such conditions will be proper cause for disciplinary action up to and including immediate termination of employment. Any illegal substances obtained will be turned over to the appropriate law enforcement agency. An employee may be discharged for being under the influence of drugs or alcohol while on the job even if it is his/her first offense.

**II. DEFINITIONS OF DRUG/ALCOHOL ABUSE**

**1. ILLEGAL DRUGS**

"Drugs" are defined to include both "illegally-used controlled substances" as defined under state and federal law, including narcotic and non-narcotic drugs, and prescription drugs used abusively and "non-controlled" (over the counter) medicines if they render one unfit for duty.

"Possession" includes the presence of drugs or alcohol in the control of the employee or in the employee's desk, locker, tool box, lunch box, automobile on Town property, or other personal area.

An employee who reports to work or who is observed at work with a physical impairment of alcohol or drugs, or who is incapable of safely performing his/her job will be subject to severe disciplinary action up to and including immediate termination of employment. "Under the influence" includes the presence of any alcohol or drugs in the body, which may be verified by laboratory tests; or impairment to any degree, which may be verified by an appropriate field test.

**2. PRESCRIPTION DRUGS**

An employee who, under a physician's care and prescriptions, uses a controlled substance, shall carry the substance in the original container, with the prescriber's and pharmacist's identification thereon, and may be required to provide

documentation from said physician. An employee using a prescription drug which may impair mental or motor function shall inform his/her supervisor of such drug use. For the safety of all employees, the Town may place the employee in a less hazardous job assignment or place him/her on temporary medical leave until released as fit for duty by the prescribing physician.

### **III DRUG/ALCOHOL TESTING: WHO AND WHEN**

All testing will be coordinated through the NH Occupational Health Alliance (and/or any other agency approved by the Board of Selectmen) and performed to their specifications based on federal and state law.

#### **1. PRE-EMPLOYMENT TESTING**

Individuals seeking employment with the Town of Plainfield may be required to undergo drug testing. A verified positive test or a refusal to be tested will result in denial of an application for employment.

#### **2. REASONABLE SUSPICION TESTING**

Any employee displaying various signs or symptoms of drug or alcohol use while on the job or during job performance which is different than normal behavior, or behavior that a reasonable person would attribute to physical impairment, will be confronted by their supervisor for an explanation of his/her condition.

Examples of visible evidence of impairment include but are not limited to the following:

Alcohol odor on breath	Slurred speech
Unsteadiness	Bloodshot eyes
Property damage	

The employee's supervisor may require the employee to be tested if he/she is not satisfied with the employee's explanation.

#### **3. PERIODIC TESTING**

Positions that require, at anytime, the operation of a Town owned motor vehicle in excess of 10,000lbs will be selected randomly, by the NH Occupational Health Alliance, for drug/alcohol testing in accordance with current federal and state laws.

Employees selected for alcohol testing will be requested to be tested within two hours of having performed safety sensitive work.

#### **4. POST ACCIDENT TESTING**

Any driver involved in a US Department of Transportation reportable accident must submit himself/herself to drug and/or alcohol tests. The driver and Town are responsible to see that

his/her urine or breathalyser specimens are collected within 2 hours after the accident has occurred. The driver will be in violation of the federal regulations if s/he refuses to submit to testing. Either a verified positive test or a refusal to be tested will result in disciplinary action.

#### **IV. DISCIPLINARY ACTION**

A pre-employment applicant refusing to be tested equals a positive test and renders him/her medically unqualified. This applicant will not be hired.

A pre-employment applicant testing positive will have his/her application withdrawn and the job offer rescinded.

An employee refusing to be tested equals a positive test and is grounds for disciplinary action up to and including termination of employment. The employee refusing to be tested shall be immediately suspended without pay until his/her supervisor has had an opportunity to discuss the particular situation with the Board of Selectmen and Town Administrator at the Selectmen's next meeting.

An employee testing positive will be subject to disciplinary action. The employee will be suspended without pay until his/her supervisor has had an opportunity to discuss the particular situation with the Board of Selectmen and Town Administrator at the Selectmen's next meeting. Should the test be found to have been faulty the employee will be compensated for the lost work hours.

An employee, while on the job, in possession of drugs or drug paraphernalia and/or distributing the same will be subject to disciplinary action up to and including termination.

Should it be necessary to complete a substance abuse program, the employee, with the approval of a licensed practitioner, may be allowed to return to nonsafety sensitive work while enrolled in the program. This work may be compensated at a rate different than the employee's normal wage. Failure to successfully complete an agreed upon substance abuse program will result in termination from the Town's employment.

#### **VI. EMPLOYEE ASSISTANCE PROGRAM**

Employees who believe they have a drug or alcohol problem are encouraged to seek counseling immediately. The Town, through its affiliation with the NH Occupational Alliance, will provide information on available assistance programs.

Employees with confirmed drug or alcohol abuse will be given an opportunity to continue their employment with the Town through any of the following:

1. Personal choice by enrolling in an outpatient program consisting of counseling at the employee's cost, or

2. Assigned/referred enrollment in a program, outpatient or inpatient, consisting of treatment for chemical dependency as needed at the employee's cost. The type of program will be contingent upon the diagnosis of a licensed practitioner and at the employees cost.

Any time lost will be treated as a sick leave absence with compensation subject to the availability of accumulated sick and vacation time.

### VII. RETURN TO WORK

Any employee who has been suspended due to a positive test and been given the opportunity to retain their employment with the Town may not return to safety sensitive work, as defined by their supervisor, until such time as he/she has accomplished the following:

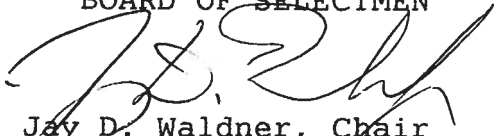
1. Passed a subsequent drug test, at personal expense.
2. Provided evidence of the completion of an approved substance abuse program.
3. Agreed to all post-return random follow-up testing.

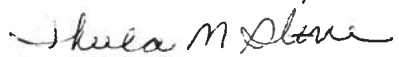
In addition, Driver employees shall also be governed by the US DOT regulations including follow-up testing at the employee's expense.

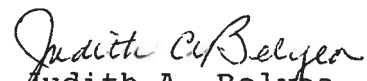
Any employee who returns to work after a drug or alcohol related suspension and is subsequently involved in another drug or alcohol related incident while performing his or her duties will be terminated from the Town's employment.

The above policy was adopted on February 8, 1996 by the Plainfield Board of Selectmen.

BOARD OF SELECTMEN

  
Jay D. Waldner, Chair

  
Sheila M. Stone

  
Judith A. Belyea

# STATEMENT OF SAFETY POLICY

The Town of Plainfield values the health, welfare, and safety of every employee and intends to provide a safe and healthful workplace. Accidents cause untold suffering and financial loss to our employees and their families.

In pledging its full support of the safety process, the selectmen recognize certain obligations:

1. That prevention of accidents and protection of all resources are guiding principles.
2. That all operational decisions affecting safety must receive the same consideration as those affecting production or quality.
3. That safe working conditions and methods are of prime importance and take precedence over shortcuts and "quick fixes."
4. That the Town of Plainfield will comply with all safety laws and regulations.
5. That feedback will be welcomed from all employees.
6. That all employees will follow all safety rules, take no unnecessary chances, use all safety guards and equipment, and make safety an integral part of their lives.

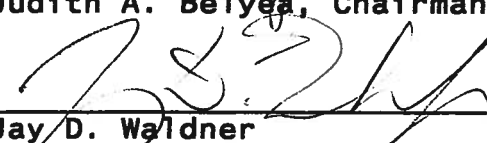
As an employee of the Town of Plainfield, you have a responsibility to yourself, your family, your co-workers, and the community to understand and follow our safety procedures. We must be alert in detecting and taking steps to remedy potentially hazardous conditions. Above all, we must exercise concern for others to help ensure everyone's safety, well-being, and productivity.

Your efforts will make the difference!

## BOARD OF SELECTMEN

  
Judith A. Belyea, Chairman

12/28/94  
Date

  
Jay D. Waldner

Posted 12/29/94

  
Sheila M. Stone

**preamble**

**Whereas:** The Town of Plainfield is committed to providing a safe environment for its employees.

**Whereas:** Harassment, physical or verbal, is prohibited by State and Federal Law.

**Now Therefore,** The Plainfield Board of Selectmen has enacted the following policy:

**TOWN OF PLAINFIELD HARASSMENT POLICY**

It is the policy of the Town of Plainfield that it will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another employee's work performance or which creates an intimidating, offensive, or hostile environment. Any employee, supervisor, or manager who is found after appropriate investigation to have engaged in harassment of another employee will be subject to appropriate disciplinary action up to and including termination.

Any employee who believes that the action or words of a supervisor or fellow employee constitute unwelcome harassment has a responsibility to report the complaint, in writing, as soon as possible to the Chairperson of the Board of Selectmen.

All such complaints will be investigated promptly and in an impartial and in as confidential a manner as possible. In all cases the employee making the complaint is to be advised, in writing, of the Selectmen's findings and/or conclusion. Any employee, supervisor, or manager who is found after appropriate investigation to have engaged in harassment of another employee will be subject to appropriate disciplinary action up to and including termination.

Adopted: June 29, 1994

**PLAINFIELD BOARD OF SELECTMEN**

Judith A. Belyea  
Judith A. Belyea, Chairperson

J. D. Waldner  
Jay D. Waldner

Sheila M. Stone  
Sheila M. Stone

## Preamble

**Whereas,** each employee of the Town of Plainfield is expected to act in a professional manner in accordance with his/her position.

**Whereas,** each employee is expected to perform the duties of their position as outlined by the Town's personnel policies and position descriptions, and at the direction (verbal or written) of his/her supervisor.

**Now Therefore,** for the protection of Town property and other employees, the Selectmen have established the below disciplinary procedure to be utilized by Department Heads as deemed necessary.

### TOWN OF PLAINFIELD DISCIPLINARY POLICY

The following establishes Plainfield's disciplinary process. Discipline may be initiated at any step of the process depending on the seriousness of the offense. In all cases, the rule, policy, instruction or procedure that was violated will be reviewed with the employee to reinforce the behavior expected.

The following are examples of the types of employee conduct that may lead to disciplinary action.

- a) absenteeism
- b) tardiness
- c) insubordination
- d) unacceptable performance
- e) the use of alcohol or drugs
- f) falsification of documents concerning payroll or other departmental operations
- g) willful negligent destruction of public and/or private property
- h) obscene language or a violent act directed at other employees or the public
- i) theft of public or private property
- j) failure to comply with safety requirements

**A. VERBAL WARNING** - Any infraction of the rules, policies, instructions or procedures will warrant a verbal warning from the employee's immediate supervisor. In giving the warning the supervisor must inform the employee of the specific nature of the violation, remedial actions, and the consequences of further violations which may include, but not be limited to a written warning, suspension and or discharge. A brief written description of the incident causing the verbal warning will be placed in the employee's personnel file by the immediate supervisor

**B. WRITTEN WARNING** - Any subsequent or serious violation of the rules, policies, instructions or procedures of the department may result in a written warning. A written warning is a more serious form of discipline and is specifically designed to alert the employee as to the seriousness of his/her deficiencies and

potential action for further violation of the policies, procedures or rules. The employee will be asked to sign the warning to acknowledge receipt and understanding of the contents. A copy of the warning will be made available to the Board of Selectmen and placed in the employees personnel file.

**C. SUSPENSIONS** - Any subsequent or serious violation of the rules, policies, instructions or procedures of the organization may result in the suspension of the employee. The Department Head may suspend the employee for up to three (3) working days without pay. Suspensions of a longer duration must be approved by the Board of Selectmen.

**D. TERMINATION** - Employees may be terminated from employment for a single serious violation of the rules, policies, instructions or procedures, and/or for repeated violations of the rules, policies, instructions or procedures. The employee shall be advised in writing of the reason for why he/she is being terminated. A copy of the dismissal to be placed in the employee's personnel file.

In the case of Written Warning, Suspension or Termination the employee will be given the opportunity to explain his/her actions prior to the imposition of the discipline.

In the case of Termination the Department Head will advise the Board of Selectmen in writing of his/her intentions prior to releasing the employee.

Any employee need not have been suspended for any previous violations before being terminated.


Employees who feel that they have been disciplined unfairly will first discuss the issue with their immediate supervisor. The next level of recourse will be to the Board of Selectmen in the form of a written statement detailing the employee's concerns. The Selectmen will respond, in writing, within fourteen days to any such statement.

This disciplinary policy may be superseded by an existing department disciplinary policy with the written approval of the Board of Selectmen.

**PLAINFIELD BOARD OF SELECTMEN**

  
**Jay D. Waldner, Chair**

  
**Sheila M. Stone**

  
**Judith Belyea**

APR 5 1995



**Preamble**

**Whereas**, the Plainfield Board of Selectmen wishes to encourage all injured employees to return to work as soon as they are able.

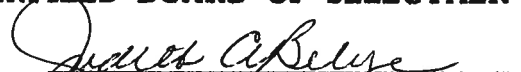
**Whereas**, RSA 281-A:23-b requires employers with more than five employees to develop a temporary alternative work plan.

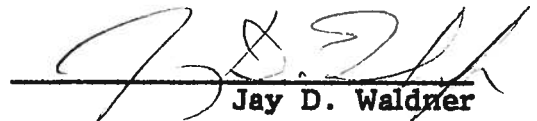
Now therefore, The Plainfield Board of Selectmen with the assistance of the Compensation Fund of New Hampshire has enacted the following policy:

**TEMPORARY ALTERNATE DUTY**

In compliance with RSA 281-A:23-b, The Town of Plainfield will be providing temporary alternative work opportunities to all employees disabled by a work related injury or illness. As soon as the treating physician has released an injured employee to lighter duties, the employee will be called upon to return to work. Said work is likely to involve different duties or a different schedule and may involve reassignment to other departments.

**PLAINFIELD BOARD OF SELECTMEN**

  
Judith A. Belyea, Chairperson

  
Jay D. Waldner

  
Sheila M. Stone

dated 7-22-94

## Preamble

**Whereas,** The use of seat belts in motor vehicles has proven to be a positive factor in the reduction of personal injury in the event of vehicle accidents.

**Whereas,** The State of New Hampshire Department of Labor Administrative Rules for Public Employee Safety and Health, Chapter 277, Section 1403.50, require the use of appropriate personal protective equipment. Seat belts are considered to be personal protective equipment; therefore, the Town of Plainfield is charged under state law to require their use while on Plainfield business.

Now Therefore, The Plainfield Board of Selectmen has enacted the following policy:

### TOWN OF PLAINFIELD SEAT BELT USAGE POLICY

All Plainfield employees are required to wear seat belts while operating or riding in any vehicle while on Plainfield business. This applies to personally owned vehicles, as well as the vehicles of others.

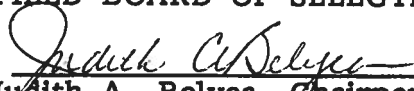
In addition, passengers in vehicles operated by Plainfield staff while on Plainfield business are required to wear seat belts.

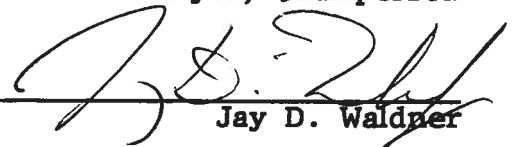
This requirement shall not apply in the case of vehicles in which the manufacturer has not installed seat belts.

Plainfield employees are forbidden from disengaging or otherwise disarming automatic seat belt systems.

Employees found to be violating this policy may be subject to disciplinary action by their immediate supervisor and/or the Plainfield Board of Selectmen.

#### PLAINFIELD BOARD OF SELECTMEN

  
\_\_\_\_\_  
Judith A. Belyea, Chairperson

  
\_\_\_\_\_  
Jay D. Waldner

  
\_\_\_\_\_  
Sheila M. Stone

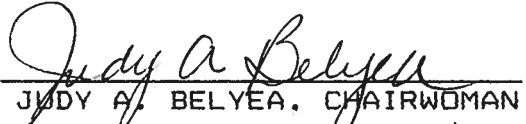
TOWN OF PLAINFIELD POLICY STATEMENT

INDEMNIFICATION

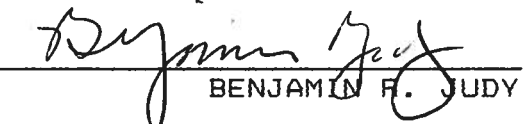
READOPTED 7/10/91

Per RSA 31:105 the Plainfield Board of Selectmen has voted to indemnify and save harmless for loss or damage any person employed by the Town and any member or officer of its governing boards, administrative staff or agencies from personal financial loss and expense, including reasonable fees and costs, if any, arising out of any claim, demand, suit or judgement by reason of negligence or other act resulting in accidental injury to a person or accidental damage to or destruction of property if the indemnified person at the time of the accident resulting in the injury, damage or destruction was acting in the scope of his/her employment or office.

THE BOARD OF SELECTMEN

  
\_\_\_\_\_  
JUDY A. BELYEA, CHAIRWOMAN

  
\_\_\_\_\_  
JAY D. WALDNER

  
\_\_\_\_\_  
BENJAMIN F. JUDY


Note: This reaffirmation of the indemnification policy is made as part of a general policy update procedure conducted in July 1991.

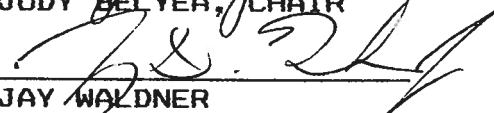
TOWN OF PLAINFIELD POLICY STATEMENT  
JULY 17, 1991  
SUBJECT: EMPLOYEES CALLED BACK TO WORK

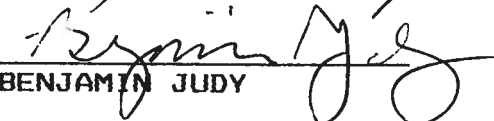
Town of Plainfield hourly employees who are called back to work without prior notice on the same day after once leaving work or before the next regular starting time, shall be compensated at one and one half time their hourly rate for the hours worked and shall be guaranteed a minimum of not less than three (3) hours pay.

APPROVED AND ADOPTED  
DATE 7/17/91

THE BOARD OF SELECTMEN

  
\_\_\_\_\_  
JUDY BELYEA, CHAIR

  
\_\_\_\_\_  
JAY WALDNER

  
\_\_\_\_\_  
BENJAMIN JUDY

**TOWN OF PLAINFIELD POLICY STATEMENT**

**OCTOBER 31, 1990**

**SUBJECT: HIGHWAY EMPLOYEES ATTENDING SEMINARS/WORKSHOPS**

Town of Plainfield Highway Department hourly employees, who with Road Agent approval, attend a job related seminar/workshop outside of the normal work day shall be compensated for the hours spent going to, attending, and returning from, the seminar workshop. Overtime compensation shall be based on the pay period total rather than the daily total.

APPROVED AND ADOPTED  
DATE 12/5/90

THE BOARD OF SELECTMEN

Bruce W Baird

BRUCE W. BAIRD, CHAIR

Judy Belyea

JUDY BELYEA

J. D. Waldner  
JAY WALDNER

**TOWN of PLAINFIELD, NEW HAMPSHIRE**  
Incorporated 1761

**BOARD of SELECTMEN**

HC #64 Box 16A • Meriden, New Hampshire 03770

(603)469-3201



*Mill Bridge*

December 23, 1987

From: Selectmen

To: All Departments

To reduce the risk of injury, the Selectmen feel they must limit operators and passengers of Town owned equipment/vehicles to employees only.

*Bruce W Baird*

\_\_\_\_\_  
Bruce W. Baird, Chairman

*Judith A Belyea*

\_\_\_\_\_  
Judith A. Belyea

*Peter W Haubrich*

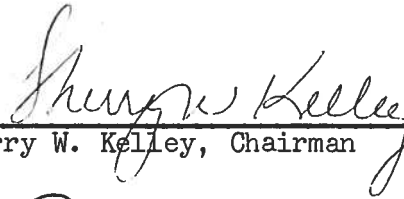
\_\_\_\_\_  
Peter W. Haubrich

TOWN OF PLAINFIELD

POLICY

It continues to be the policy of the Town of Plainfield that no private vehicle will be filled with fuel from the town pumps.

If a private vehicle is used for town business, compensation will be made thru a payment for milage.



Sherry W. Kelley, Chairman



Peter W. Haubrich



David W. Stockwell

# TOWN of PLAINFIELD, NEW HAMPSHIRE

Incorporated 1761

## BOARD of SELECTMEN

HC #64 Box 16A • Meriden, New Hampshire 03770

(603) 469-3201



Mill Bridge


To: All Town of Plainfield Full-time Highway Employees  
From: The Board of Selectmen  
Date: Jan 23rd. 1991  
Re: Physical Examination

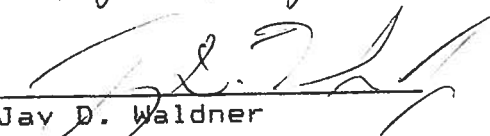
The Selectmen are requiring all full-time employees of the highway department to have a physical examination by a doctor of the individual employees choice within the next 30 days. This examination is necessary to comply with new Federal mandated "Medical Card" requirements for "CDL" holders. After this initial examination all highway full-time employees will be required to have an examination once every two years. Employees will also need to undergo, as part of this physical, a drug test to receive the required Medical card, see included information.

The charges for these examinations should be billed directly to the Town of Plainfield for payment. If this is not possible the town will, with proper proof of services rendered, reimburse the employee for the cost.

THE BOARD OF SELECTMEN

  
Bruce W. Baird. Chair

  
Judy G. Belyea

  
Jay D. Waldner



TOWN OF PLAINFIELD POLICY STATEMENT  
DECEMBER 5TH, 1990  
SUBJECT: RETRACTION OF PAY IN LIEU OF VACATION POLICY

Effective Jan 1st, 1991 employees of the Town of Plainfield will no longer have the option of exchanging vacation time for pay. In the past employees have been able to "trade" a maximum of 40 hours of vacation time for pay, trading time off for dollars.

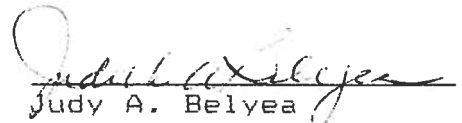
Employees still have the option of carrying a maximum of 40 hours of vacation time over the employees annual allotment into the following years. Vacation time not used by the end of the calendar year and not available to be carried forward shall be lost.

It is the feeling of the Board of Selectmen that all employees need a certain amount of time away from the work place each year.

THE BOARD OF SELECTMEN



Bruce W. Baird, Chair



Judy A. Belyea

  
Jay D. Waldner

**PREAMBLE**

**Whereas** RSA 41:11 grants to the Board of Selectmen the power to regulate the use of public highways within their political subdivision.

**Whereas** the Board of Selectmen is given authority under NH RSA 47:17 to make by-laws and ordinances.

**Now Therefore,** the Board of Selectmen having followed due process has enacted the following ordinance.

**ORDINANCE 1996-01  
TOWN OF PLAINFIELD WINTER PARKING BAN**

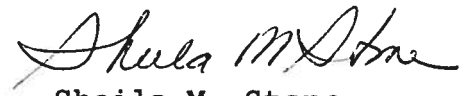
In accordance with Plainfield's winter road maintenance policy adopted December 6, 1995, the parking of automobiles along road sides or in public areas between the hours of 10:00pm and 7:00am November 1st to April 1st is prohibited.

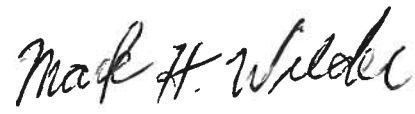
Vehicles left unattended during these times will be removed at the expense of the owner.

This ordinance was adopted **December 26, 1996**

**BOARD OF SELECTMEN**

  
Judith A. Belyea, Chair

  
Sheila M. Stone

  
Mark H. Wilder

*COPIES* William Baze Rd December 7, 1977

An agreement between the Towns of Enfield and Plainfield regarding the maintenance of a portion of Methodist Hill Road.

Whereas that portion of Methodist Hill Road, so-called, from Methodist Hill four corners east to the residence of Walter Backofen in Plainfield lies partially in Enfield and partially in Plainfield, the two towns agree to share the maintenance of said road in the following manner.

1) The Town of Enfield agrees to provide summer maintenance (grading, graveling, drainage, etc.) for said portion of road from April 1st until snowfall in the fall.

2) The Town of Plainfield agrees to provide snow removal and sanding for said portion of road from snowfall until March 30.

*Phillip E. Packard*

*Stephen H. Baker*

*James C. Simpson*

*Louis H. Houser*

*Paul Patton*  
Enfield Selectmen

*Paul B. Fennell*  
Plainfield Selectmen

*Lloyd Soren*  
Enfield Road Agent

*Thomas Bircher*  
Plainfield Road Agent

This agreement shall continue year to year until one body approaches another to change the agreement.

TO: <i>Steve Halleran</i> Town Admin, Plainfield	FROM: <i>Tim Jennings</i> Town of Enfield	DATE: <i>3/22/96</i> PAGES INCLUDING THIS PAGE: <i>1</i>	DPB 14850
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**Town of Plainfield**  
**Class VI Road Gate Ordinance**  
**2012-01**

This ordinance is enacted pursuant to RSA 31:39 –I(g).

While generally the Selectboard is not in favor of placing any obstruction within the right of way of town roads, the board acknowledges that at times land owners who depend on class VI roads for access to their property will want to gate the road in conjunction with livestock and or forestry/agricultural crops or to simply protect the road itself. RSA 231:21-permits the Selectboard to regulate road gates on these types of highways.

In handling requests for gates on class VI roads, the following will be required as part of the application process:

1. A letter describing the location of the proposed gate along with a detailed map and photograph showing the location.
2. A drawing/description of the proposed gate including details about reflectivity and the ability to lock the gate in the open position. Suggested gate specifications are attached to this ordinance.
3. Details on signage to be placed on the gate. Preferred language below.
4. Details of how those electing not to go through the gate will turnaround.

After receiving a complete application, the Selectboard will hold a public hearing on the application noticed in a newspaper of general circulation at least ten days before the hearing with first class mail notices going to landowners who would reasonably use the affected roadway for access to their property. The petitioners will be responsible for the hearing costs.

After holding a public hearing the Selectboard will score the proposal using the following criteria:

Is the applicant a property owner along the roadway beyond the gates?

Yes 40 points      No 0 points

Is the gate reasonably necessary to confine pastured live stock or to protect agricultural crops?

Yes 60 points      No 0 points

Does the road to be gated provide public access to other highways?

Yes 0 points      No 30 points

Is there at least 200' of visibility along the road either side of the gate or, if the gate is at an intersection of roads, visible for 200' in one direction?

Yes 20 points No 0 points

Is there permanent signage proposed for the gate that makes it clear the road is open for use?

Yes 20 points No 0 Points

Is there a reasonable place to turn a vehicle around at the gate?

Yes 20 points No 0 Points

What was the result of the public hearing?

Generally favorable 10 points Generally Unfavorable 0 points

Total points: \_\_\_\_\_

While not a guarantee of approval, a proposed gate should score at least 100 points.

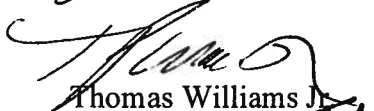
If approved, the full cost of the gate and its installation and future maintenance, including any approved signage will be the responsibility of the petitioners.

The Selectboard reserves the right to remove any approved gate should it be deemed a safety hazard or if the gate becomes a burden to the town. Locking the gate, without written permission of the Board of Selectmen, will be grounds for its immediate removal. The Town's Road Agent and or Police Department will periodically verify the unlocked status of all approved gates.

The Selectboard will issue a written decision on the petition within thirty (30) days of the public hearing.

This procedural ordinance was adopted by the Plainfield Board of Selectmen on September 5<sup>th</sup> 2012

  
Judith Belyea

  
Thomas Williams Jr.

  
Robert Taylor

Preferred language for the permanent sign to be mounted to the gate, letters to be no smaller than one inch.

**Class VI  
Gates and Bars Road  
(RSA 231:21-a)  
A Public Right of Way**

Be respectful of the road so others can continue to use it.  
If gate is closed, please return it to that position.



## TOWN OF PLAINFIELD NO PARKING ORDINANCE

### A. There shall be no parking permitted:

1. Within an intersection or on any sidewalk in Plainfield
2. On any public way in Plainfield when it is practicable to stop or park such vehicle off the main-traveled part of said way, but in every event an unobstructed width of the way opposite a standing vehicle shall be left for the free passage of other vehicles and clear view of such stopped vehicles shall be available from a distance of two hundred (200) feet in each direction so as not to impede the normal flow of traffic or obstruct vision of vehicles exiting roadways, driveways and/or parking lots.
3. In any parking space posted pursuant to NH RSA 265:69 I j designated for a person with a walking disability.
4. Pursuant to NH RSA 265:69 IIb, within fifteen (15) feet of fire hydrant.
5. Pursuant to NH RSA 265:69 IIc, within twenty (20) feet of a crosswalk at an intersection.
6. Pursuant to NH RSA 265:69 II f, at any place where official signs prohibit parking.
  - a) Chellis Road from the intersection with Main Street for a distance of 706 feet, both sides of the roadway.
  - b) Colby Hill both sides of the roadway from the entrance to the covered bridge to the entrance of the Mill Cemetery.
  - c) Peterson Road from the intersection with Route 12A for a distance of 97 feet along the northerly side of the road parallel to the Community Church.
7. Pursuant to NH RSA 265:71, all vehicles shall be stopped or parked parallel to the curb or edge of the roadway in the direction of authorized traffic movement with its right hand wheels within 12 inches of the right hand curb or edge of the roadway, except when otherwise provided by local ordinance.
8. From November 1 to April 1 of each year on any public highway between the hours of 11:00 PM and 7:00 AM or at any other time in such a manner as to impede snow

removal operations and or winter maintenance. This includes the end or turnaround areas of all town maintained roadways. Any vehicle parked in violation of this section may be towed under the authority of the Road Agent, Chief of Police or their agents, or by independent contractors engaged by the Road Agent or Chief of Police. Any vehicles so towed shall be stored and released to the owner only upon payment of the cost of towing and storage.

**No signage shall be required to prohibit overnight winter parking or for snow emergencies.**

- B. All violations of such parking restrictions and charges shall be deemed the responsibility of the registered owner of the vehicle.
- C. Vehicle Exception the parking limitations set forth in the ordinance shall not apply to the following vehicles:
  - a) Emergency equipped vehicles as defined in NH RSA 259:28
  - b) Vehicles that are loading or unloading merchandise or passengers.
- D. Penalties whoever violate any provision of the ordinance shall be fined \$20.00 per offense.
- E. Failure to pay the fine within fourteen (14) days will result in the matter being referred to the Claremont District Court. The registered owner of a vehicle who is found guilty of a violation of this ordinance shall be guilty of a violation and shall, upon conviction, be punished by a fine not to exceed \$1,000.00.
- F. This Ordinance shall become effective on passage by the Board of Selectman.

Effective Date: July 16<sup>th</sup> 2008

  
Robert W. Taylor, Chairman

  
Judy A. Belyea

Thomas P. Williams





## Preamble

**Whereas** RSA 41:11 grants to the Board of Selectmen the power to regulate the use of public highways within their political subdivision.

**Whereas** the Board of Selectmen, based on the Uniform Traffic Control Devices Manual, believes that individual road signs are most effective when the overall number of signs is kept to a minimum.

**Whereas** signs are expensive to install and maintain.

**Whereas** signs themselves present a physical safety hazard to the motoring public.

**Whereas** cautionary signs may create a false sense of security

**Whereas** too many signs are distracting for safe vehicle operation.

**Whereas** numerous signs along the roadways distract from local beauty.

**Whereas** the Board of Selectmen is given authority under NH RSA 47:17 to make by-laws and ordinances.

**Now therefore**, the Board of Selectmen, having followed due process, hereby enacts the following ordinance.

## Ordinance 2002-01

### Town of Plainfield Highway Regulation Sign Ordinance

1. All sign locations on town roads will be approved, in advance of installation, by the Board of Selectmen. Prior to the approval by the Selectboard, any signs concerned with a specific traffic regulation will be reviewed by the Plainfield Police Department which shall present its recommendations to the Selectboard.

2. Signs along Plainfield's roadways will not be approved unless they provide clear direction to the motoring public for continuing in an efficient manner, provide advance notice of specific and direct road conditions sharp corners, narrow bridge, dangerous intersections etc.

3. Unless a specific hazard or demonstrable need is presented to the Selectboard, the following presumptions shall apply with respect to requests for sign installations:

**Cautionary Children at Play** signs will not be approved.

**Cautionary Blind Person/Handicap Person** signs will not be approved.

**Cautionary Wild animal** crossing signs (deer, moose) will not be approved.

**Cautionary OHRV** signs will not be approved.

**Cautionary horseback riding** signs will not be approved.

**Blind Driveway** signs will not be approved.

**Schools Open** signs will not be approved.

**Scenic Road** signs will not be approved.

**Cautionary Domestic animal** crossing signs (horse, sheep, cattle etc.) may be approved, but only at established trail crossings and agricultural operations.

**Cautionary road condition** signs & chevrons (sharp corners, narrow bridges) may be approved subject to recommendations of the Highway Department and Police Department.

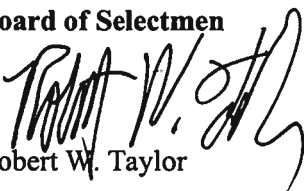
**Speed limit** signs will be installed upon the recommendation of the Police Department

Neither the presence or the absence of a particular sign relieves any operator of a vehicle from the responsibilities that come with operating a motor vehicle.

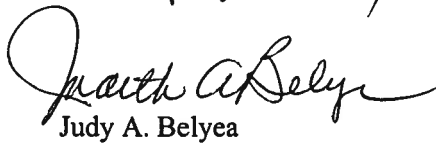
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At the conclusion of the public hearing, ordinance 2002-01 was adopted on September 18<sup>th</sup> 2002.

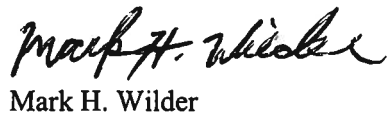
**Board of Selectmen**



Robert W. Taylor



Judy A. Belyea



Mark H. Wilder

## **TOWN OF PLAINFIELD WINTER ROAD MAINTENANCE POLICY**

Winter weather in New Hampshire is difficult to predict. There are many variables affecting winter maintenance operations such as type of precipitation, air temperature and pavement temperature, traffic volume, wind, time of day, and even the day of the week. Winter maintenance is not a science.

Plainfield's winter maintenance policy has been based for many years on the goal of obtaining safe highway travel surfaces at the earliest practical time and in the most cost efficient manner after the conclusion of a winter storm. Providing bare dry travel surfaces during a winter storm event is not practical and therefore not expected.

Type and volume of traffic and road gradient are the primary factors in determining the order of winter maintenance service. Therefore, during periods of time when the local schools are in session top priority is given to clearing roads utilized by school buses. Roads heavily used by commuters and slopes exceeding 5% are next in priority.

It is impractical to develop specific rules on winter maintenance operations. Therefore, the judgement of the Road Agent often governs the quantities and type of applications used to control snow and ice. The following are general guidelines:

### **PLOWING OPERATIONS**

Plowing operations are generally initiated after 2 to 4 inches of snow have fallen and continue until the storm has concluded. It is expected that each plow route will take 4 hours or less to complete. Currently four six wheel dumptrucks, a loader, and a one ton dumptruck are used for plowing.

Widening and intersection view clearing is performed following the storm, and generally during daylight hours.

For light accumulation snowfalls and snow squalls plowing may begin immediately and may include simultaneous salting and/or sanding to provide the desired results quickly and efficiently.

During maintenance operations of any season, the Town of Plainfield will not be responsible for any damage or destruction of appurtenances placed within the Town's right of way. Appurtenances include, but are not limited to: trees, shrubs, grass, fences, mailboxes, stonewalls.

Recovery for damages will be pursued by the Town if Town Equipment is damaged by objects placed in the right of way.

Pursuant to Town Ordinance 1993-02 no person shall place (or cause to be placed) snow or ice within the Town's right of way for any reason.

The Town shall have no responsibility for clearing away snow from the entrances of private driveways that accumulates as a result of highway plowing operations.

## **SALT APPLICATION**

Salt is used to reduce adherence of snow to pavement thereby improving the ability of snow plows to remove it from the road surface. Salt is not intended to eliminate the need for snow plows.

It is the position of the Town of Plainfield Highway Department that salt combined with snow plowing is the safest most efficient de-icing method available. The Highway Department is directed, by the Board of Selectmen, to use only sufficient salt to restore safe travel conditions after a storm. Specific application rates are left to the discretion of the Road Agent.

## **SAND APPLICATION**

Sand, mixed with salt to prevent freezing, is utilized to obtain the goal of a safe travel surface on gravel roads following a storm. Generally sand is applied after the conclusion of plowing operations. Rate and locations to receive sand are at the discretion of the Road Agent. There are times when sand will be applied to paved surfaces. As with salt, sand is to be used conservatively so that only an amount sufficient to restore safe travel conditions after a storm is used.

## **ICE AND FREEZING RAIN**

Frozen precipitation, including sleet and the build-up of ice caused by freezing rain, is a special situation, and not subject to the procedures indicated above. By example, when a changeover from snow to sleet to freezing rain is predicted or anticipated, snow and/or sleet may be left on the pavement to capture the freezing rain.

## **PARKING**

Parking is not allowed along roadsides or in public areas November 1 to April 1 from 10:00pm to 7:00am. Vehicles will be removed at the expense of the owner.

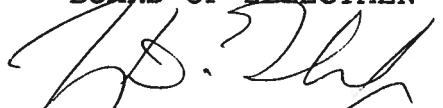
## **GENERALLY**

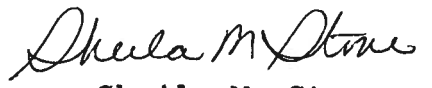
Judgement based on experience is essential in conducting and timing remedial work to overcome winter hazards. To this end, the Town's Road Agent enforces this policy and is given wide ranging latitude for dealing with winter weather situations as they are occurring. Evaluation of methods used and their effectiveness may be made by the Board of Selectmen at the conclusion of the event. These evaluations will be based on personal observations and input from the general public. The goal of these evaluations will be to provide direction to the Road Agent for similar events in the future.

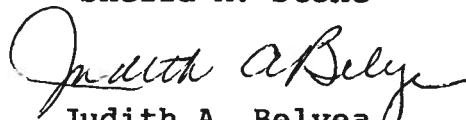
Once adopted, this policy supersedes any and all other highway Plainfield maintenance policies whether written or otherwise.

The above policy was adopted on December 6, 1995.

BOARD OF SELECTMEN

  
Jay D. Waldner, Chair

  
Sheila M. Stone

  
Judith A. Belyea

**PLAINFIELD GUARDRAIL PROGRAM**  
**ADOPTED JUNE 28TH, 1995**  
 by the  
**Plainfield Board of Selectmen**

The following plan is based on site inspections of five locations, all on Brook Rd, where Police accident statistics indicate possible need for guardrail or replacement of existing rail. Administrative Assistant Halleran, Police Chief Gillens, Acting Road Agent Norman Torrey and former NHDOT Engineer Richard Health all participated in the November 1994 site inspections.

The plan is designed to address concerns about both the poor quality of existing guardrail and the lack of rail in certain locations. Funding for the plan will come in part from the Bryant Trust Fund over a period of several years.

The adopted plan is as follows:

1. Remove existing poor quality posts along Brook Road and replace with new delineators.
2. Begin installation of new/replacement rail.

Site	Location		Planned Completion Date
1.	East of current Robert Orr residence,	400'	1995 <i>DONE OCT SEPT</i>
2.	S-curve near the Lebanon line,	300'	1996 <i>DONE OCT</i>
3.	North of Covered Bridge,	400'	1997 <i>DONE OCT 9</i>
4.	North of Jenny Road (near Loomis Rd),	500'	1998
<b>Phase I Total</b>		<b>1,600'</b>	

Phase II to be developed once three of the four sites in phase I have been completed.

BOARD OF SELECTMEN

*J. D. Waldner*  
 Jay D. Waldner, Chair

*Sheila M. Stone*  
 Sheila M. Stone

*Judith A. Belyea*  
 Judith A. Belyea

*Site # = CWS Fence  
 better place N H*



# FENCE

(A DIV. OF C.W. SLITER & SONS, INC.)

HCR 64 • BOX 935 • RTE. 11 • POTTER PLACE, NH 03216  
603-735-5465 Fax 735-5547

JOB NO. \_\_\_\_\_

TO Town of Plainfield      ATTN: Bob Bennett  
PO Box 380  
Meriden, NH 03770

DATE  
Sept 25 19 96

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: Willow Brook Road

Supply and install 400 lineal feet steel beam guardrail on wood posts with NH full wrap terminal ends. One run - no radius.

*Phase II  
Guard Rail*

\$ 12.00/lf

Scheduling for November 96 weather permitting.

*\* PLEASE  
CONTACT R.  
Bennett, ROAD  
Agent @ 469-3240  
about scheduling.*

WE HEREBY PROPOSE TO FURNISH THE ABOVE COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF 12.00/lf final measurement upon completion. DOLLARS, (\$ \_\_\_\_\_).

PAYMENTS DUE AS FOLLOWS: In full net 10 days from completion of work.

THIS PROPOSAL IS NULL AND VOID IF NOT SIGNED AND RETURNED WITHIN 30 DAYS OF THE ABOVE DATE.  
A FINANCE CHARGE OF 2 1/2% WILL BE CHARGED ON ALL ACCOUNTS OVER 30 DAYS PAST DUE. ANNUALIZED THIS IS 30% PER YEAR.  
ALSO, LEGAL FEES WILL BE ADDED IF IT IS NECESSARY TO SUBMIT THE ACCOUNT FOR COLLECTION. ALL FEES ADDED ARE RECOVERABLE.  
ALL MATERIAL USED IN THIS PROPOSAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ENTIRE JOB IS TO BE DONE IN NEAT AND SUBSTANTIAL MANNER.  
ANY ALTERATION OR DEVIATION FROM THE SPECIFICATIONS HEREIN AGREED UPON INVOLVING EXTRA COST OF LABOR AND MATERIAL WILL BE EXECUTED ONLY UPON A WRITTEN ORDER OF SAME, AND WILL BECOME AN EXTRA CHARGE OVER THE SUM MENTION IN THIS PROPOSAL.  
THE WORK ABOVE IS GUARANTEED ONLY AGAINST ANY DEFECT IN WORKMANSHIP AND MATERIALS.

CWS Fence Company  
SIGNED BY *[Signature]*

### ACCEPTANCE OF PROPOSAL

THE FOREGOING TERMS, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY, AND ARE HEREBY ACCEPTED AND AGREED TO. I HEREBY AUTHORIZE YOU TO EXECUTE THE SAME UPON SIGNING, THIS PROPOSAL BECOMES A CONTRACT.

SIGNED *[Signature]*      DATE *X 10/11/96*

PLEASE READ AND SIGN THE BACK SIDE OF THIS PROPOSAL.

# Proposal

Town of Plattsfield, New Hampshire  
P.O. Box 380  
Marlden, N.H. 03770  
Stephen Halleran  
(603) 469-3201

October 8, 1996

### Proposal of work to be performed:

Labor and materials to install approx. 300' (feet) of steel guard rail with wood posts

- Per NH DOT Specs.

\$ 16.00/FT.

Cooper fence company agrees to guarantee above fence to be free from defects in materials and workmanship for one year. Cooper fence Company shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer upon request, in determining where the fence is to be erected, but under no circumstances does Cooper Fence Company assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located, it is recommended that the customer have the property surveyed.

Cooper fence company will assume the responsibility for having underground public utilities located and marked. However, Cooper Fence Company assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing Cooper Fence Company to dig in the immediate vicinity of known utilities.

The final billing will be based on the actual footage of fencing built and the work performed. Partial billing for materials delivered to the job site and work completed may be sent at weekly intervals. Adjustments for materials used on this job and adjustments for labor will be charged or credited at the currently established rates. Additional charges for extra work not covered in this contract that was requested by the customer will also be added. The full amount of the contract along with any additional charges will become payable upon completion if all work weather or not it has been invoiced.

A finance charge of 1.5% per month (or a minimum of \$1), which is annual percentage rate of 18%, shall be applied to accounts that are not paid within 10 days after completion of any work invoiced. All materials will remain the property of Cooper Fence Company until all invoices pertaining to this job are paid in full. Right of access and removal is granted to Cooper Fence Company in the event non-payment under the terms of this contract. The customer agrees to pay all interest and any costs incurred in the collection of this debt.

Approved & Accepted

Contract Amount:

customer \_\_\_\_\_ da

Balance Due:

customer \_\_\_\_\_ da

DAVE,  
THANK YOU FOR  
the quote. Selectmen  
have accepted a proposal

Accepted for Cooper Fence Company

*David Cooper*  
\_\_\_\_\_  
David Cooper  
10-8-96  
date



271 North Main Street  
Rutland, Vermont 05701

Rutland, Vermont  
(802) 773-9166

Wilder, Vermont  
(802) 295-8915

Burlington, Vermont  
(802) 862-6040

Toll Free  
(800) 696-3362



**TOWN OF PLAINFIELD, NEW HAMPSHIRE  
STREET NUMBERING ORDINANCE**

ADOPTED: 6/7/95

EFFECTIVE DATE: 6/7/95

**1.0 PREAMBLE**

Acting upon the authority granted any and all applicable chapters of the Revised Statutes Annotated of New Hampshire, the Town of Plainfield Board of Selectmen, hereinafter referred to as the Board, adopt the following ordinance, establishing a procedure for administration and enforcement of uniform addressing system for residential and commercial structures within the town.

**2.0 PURPOSE**

The standards set forth in this ordinance are made for the purpose of promoting the public health, safety and general welfare by providing the means for permanent identification of residential and commercial structures within the town.

**3.0 OBJECTIVES**

- a. To provide a means for expedient emergency response by fire, police, rescue and other emergency services.
- b. To establish a property location that will serve as a mail delivery address.
- c. To assist in the proper delivery of utility and other delivery services.
- d. To provide property owners with a convenient and systematic means of identifying their property.

Definition "Street Number" - A number assigned by the Board to provide a means of locating structures. For the purposes of assignment "Street Number" shall include the incremental number, street name and unit numbers, i.e. 123 Main Street Unit 4. For the purpose of display, "Street Number" shall include the incremental number and unit number, i.e. 123 Unit 4. Display of numbers may include the street name.

**4.0 NUMBER ASSIGNMENTS**

The Board shall, under the provisions of RSA 231:133a, assign all residential and commercial structures existing as of the time of adoption of this ordinance a street number and furthermore, shall assign to vacant properties numbers to be held in reserve for future use. Streets built subsequent to the adoption of this ordinance will be assigned numbers by the Board at the time of approval by the Planning Board.

Owners of multi-family residential units or commercial buildings with more than one unit being served by a

single outside door shall have their unit numbers approved by the Board.

**5.0 ADMINISTRATION AND ENFORCEMENT**

The Zoning Administrator shall be named as the administrator of this ordinance and shall be responsible for establishing the use of reserve numbers and shall have full authority to enforce the provisions herein.

Owners of residential and commercial structures built or expanded subsequent to this ordinance shall procure their number assignment form the Zoning Administrator. Number assignment is required prior to the issuance of a Building Permit and shall be displayed during construction.

**6.0 NUMBERING REQUIREMENTS**

**6.1 Parties Affected.** All structures, both residential and commercial, shall be required to display the assigned street number in the manner described in this section.

**6.2 Visibility.** Street numbers shall be displayed so as to be conspicuously visible from the street on which the number is assigned. Numbers shall be visible year-round and be contrasting in color to the surface on which they are mounted.

**6.3 Number Type.** All numbers shall be displayed in Arabic form (0,1,2,3,4,5,6,7,8,9).

**6.4 Number Location**

**a. Structures Visible from the Street** - Where the structure is visible from the road and at such a distance that numbers are legible from the road, the number shall be affixed to the structure. Numbers shall be a minimum of three (3) inches high and may be mounted either horizontally or vertically.

**b. Structures Not Visible from the Street** - Where a structure is not visible from the street or is otherwise situated to make number display on the building ineffective, the number shall be displayed at the access entrance. Numbers may be combined with property or business identification signs. Where signs are perpendicular to the street, numbers shall be displayed on both sides of the sign. Numbers shall be a minimum of three (3) inches high and may be mounted either horizontally or vertically.

**6.5 Mailboxes** - Numbers a minimum of 2" in height shall be affixed to both sides of the mailbox.

**6.6 Unauthorized Building Numbers Prohibited** - No person shall affix or allow to remain upon any

building in the Town of Plainfield, and different number from the one designated by this ordinance, with the exception of dates affixed for historical purposes.

**7.0 PENALTY**

The owner of any structure existing as of the date of this ordinance who shall fail to procure and affix street numbers as assigned by the Board within six (6) months from the date of effective date, 6/7/95, of this ordinance, or who shall display an unauthorized number of as of six (6) months from the effective date, shall be subject to a fine of not more than one dollar (\$1.00) for each day of non-compliance. Fines shall begin to accrue upon the issuance of a written Notice of Violation to the owner, and end at such time as the violation ceases.

**8.0 APPEALS**

Any person aggrieved by this ordinance shall have the right to file a written petition within twenty (20) days of the receipt of a number assignment. Petitions shall be filed with the Board and a hearing shall be held within thirty (30) days of the receipt of such petition.

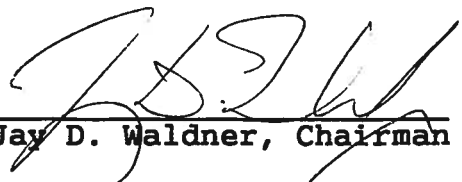
**9.0 EFFECTIVE DATE**

This ordinance shall take effect 6/7/95.

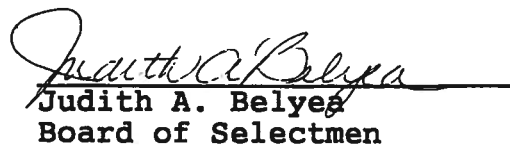
**10.0 AMENDMENTS**

This ordinance may be amended as provided under any and all applicable chapters of the Revised Statutes Annotated of New Hampshire.

ADOPTION DATE: June 7, 1995

  
Jay D. Waldner, Chairman

  
Sheila M. Stone

  
Judith A. Belyea  
Board of Selectmen

# TOWN of PLAINFIELD, NEW HAMPSHIRE

Incorporated 1761

## BOARD of SELECTMEN

HC #64 Box 16A • Meriden, New Hampshire 03770

(603) 469-3201



Mill Bridge

## PREAMBLE

**Whereas** RSA 231:3 states that all class V highways shall be constructed, reconstructed and maintained by the city or town they are located in.

**Whereas** RSA 41:11 grants to the Board of Selectmen the power to regulate the use of public highways within their political subdivision

**Whereas**, the placement of snow and ice into the public right of way of any highway may create a hazard for persons travelling the highway.

**Whereas**, RSA 231:57 authorizes Towns at each annual meeting to raise and appropriate funds for the repair of highways.

**Whereas**, RSA 41:9 authorizes the Selectmen to manage the financial duties of the Town.

**Whereas**, the placement of snow and ice into the public right of way of any Highway creates additional work for the Highway Department and requires additional expenditures of Town funds to remove.

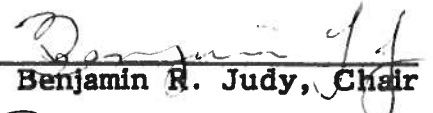
**Whereas**, the Board of Selectmen is given authority under NH RSA 47:17 to make by-laws and ordinances.

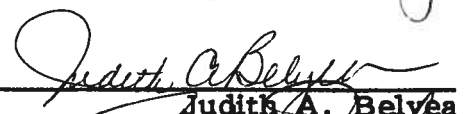
**Now Therefore**, the Board of Selectmen having followed due process has enacted the following ordinance.

## ORDINANCE 1993-02

It is hereby declared by the Board of Selectmen that any person who shall put or place or cause to be put or placed any snow or ice within the Town's right of way for any highway may be fined up to one hundred dollars. In addition, the act of plowing snow across the Town's right of way for any highway, as part of private snow removal operations, is prohibited. This ordinance was adopted by an affirmative vote of the Board of Selectmen on October 20, 1993.

## PLAINFIELD BOARD OF SELECTMEN

  
Benjamin R. Judy, Chair

  
Judith A. Belyea


  
Jay D. Waldner

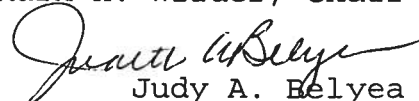
## CLASS VI ROAD UPGRADE POLICY

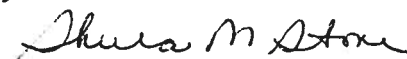
It is the policy of the Board of Selectmen that for class VI road upgrades made pursuant to RSA 231:28 the following shall apply with respect to design and construction criteria:

1. The Board of Selectmen may for any road upgrade require, at the applicant's expense, stamped engineered drawings and independent monitoring of construction.
2. As a general rule, applicants for projects involving a road upgrade of less than 400' with slopes less than 6% will not be required to hire the services of an engineer for design or construction monitoring.
3. As a general rule, applicants for projects involving road upgrades of more than 400' or projects with slopes in excess of 6% will be required to hire the services of an engineer for design or construction monitoring.
4. In cases that involve a class VI road that continues in length beyond the upgraded section, a "transition area" will be constructed as part of the project with a finished slope not to exceed 20%. This transition area will be considered part of the class VI portion of the roadway.
5. At the time the road upgrade is found to be complete, applicants may either agree to plow the new roadway through a winter/spring cycle or post with the town security in the amount of 20% of the construction costs. Posting funds with the town will result in the road being accepted immediately toward compliance with RSA 674:41. Applicant maintenance of the roadway will not result in acceptance until after a final inspection is completed the following spring. Security funds will be released to the applicant once the road has passed a final inspection by either the town's Road Agent or a designated engineer.

BOARD OF SELECTMEN

  
Mark H. Wilder, Chair

  
Judy A. Belyea

  
Sheila M. Stone

signed 10/28/98, amended 12/2/98, transition slope 5 to 1

PREAMBLE

Whereas, The Town of Plainfield has as part of its highway system an extensive network of unmaintained Class VI roads;

Whereas, These roads are a valued public resource for recreational activities as well as a means of accessing back lands within the Town of Plainfield;

Whereas, the Town's Master Plan specifically recommends that Class VI roads be preserved for future recreational use (pg IX-10);

Whereas, the Town's Master Plan notes and encourages the need to keep access open to our back lands (pg VI-4, VI-5, IX-10);

Whereas, motorized wheeled vehicle usage during certain seasonal time periods causes damage to these public highways;

Whereas, the Board of Selectmen has found that the preservation of these highways is in the town's best interest as directed by the Master Plan;

Whereas, the Board of Selectmen is given authority under NH RSA 41:11 to regulate the use of public highways;

Whereas, the Board of Selectmen is given authority under NH RSA 47:17 to make By-laws and Ordinances.

Now Therefore, the Board of Selectmen having followed due process has enacted the following ordinance:

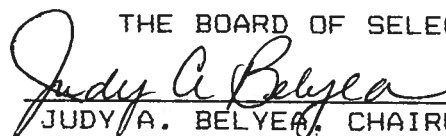
ORDINANCE 1991-01  
MOTORIZED WHEELED VEHICLES

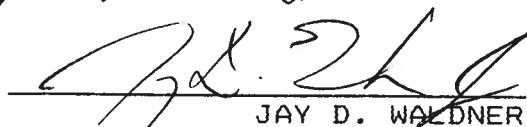
By order of the Plainfield Board of Selectmen, under authority granted to them by RSA 41:11 and RSA 47:17 sec VII, all unmaintained portions of Class VI highways within the Town are closed to all motorized wheeled vehicles from MARCH 1ST TO JUNE 1ST. Violators will be fined up to \$1,000 as allowed under RSA 47:17 and may be held liable for damages to the highway under RSA 236:38 and RSA 236:39.

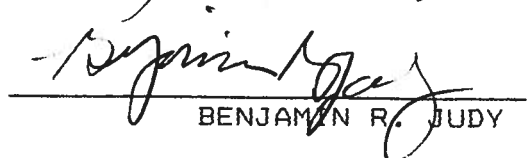
The only exception to the above listed closure is if the person operating the motorized wheeled vehicle has properly obtained a written class VI highway Usage Permit from the Plainfield Road Agent. This Permit must be immediately available for inspection by any person requesting it.

This ordinance was adopted by the Plainfield Board of Selectmen on July 17, 1991.

THE BOARD OF SELECTMEN

  
JUDY A. BELYEA, CHAIRWOMAN

  
JAY D. WALDNER

  
BENJAMIN R. JUDY