

**PLAINFIELD WATER/WASTEWATER COMMISSION**  
**Special Meeting Minutes for July 22, 2025**  
**Final Approved**

**Present:** Mary Lane, Josh Pitts, Scott Stewart, Tristan MacGregor-Stewart, Carol Smith; Guest: Select Board Member, Peter Youngbaer

**Meeting called to order:** 5:17 PM

**Review/approve agenda:** No changes

**Review/adopt minutes:** This task was postponed to the next meeting as Tim Phillips was not present.

**Chief Facility Operator's report:** Discussion of easements for the School St water line and the lack of timely action by the town's attorney. Attempts by the Town Clerk and Select Board Chair to request easements by a deadline, continue with no results. A motion was made by Scott that: "The Commission will write an email to the Select Board expressing dissatisfaction with the lawyer's performance, and request to meet to discuss replacing the current law firm". All agreed. (to be continued following discussion with Peter Youngbaer, Select Board member who just arrived)

**Personnel Policy, step increases:** Peter Youngbaer

wanted to discuss WWW's holiday pay for the Personnel Policy updated. This policy covers both holiday and overtime pay. Peter reports that the addition of Juneteenth as a holiday has been implemented, but there needed to be more clarity regarding the language for holiday and other overtime pay. Since this policy is WWW specific, Mary asked if a separate section in the Personnel Policies would avoid confusion? Peter and Tristan decided that clarification around the language for holiday pay for WWW Operators, by removing the section mentioning 2.5 times pay, and aligning the language with the standard language for Town employees would ensure consistency for all Town employees. They also changed the terminology from "overtime rate" to "call-in weekend rate" for weekend work outside regular hours, thereby avoiding confusion and assuring fair compensation for wastewater operators. The Commission then focused on the need for administrative procedures and templates for grievances. Peter informed the group that the Town Clerk was designated as the human resource officer in the Personnel Policies, and outlined the grievance process.

*Step Increase Policy:* The group reviewed the policy for step increases, and asked for clarification about how these were administered. Carol and Tristan do not believe they had received these increases. Peter and the group agreed to review payroll from 2017 to present. They agreed to backfill any missed payments, in particular 2020-2023. It was also discussed if interest on back pay should be added. It was agreed that the personnel policy be updated to clarify that step increases would occur on anniversary dates of hire, going forward.

**Scott's report of East Village Expansion Project:** Scott reports that he has not received any communication with the East Village Expansion Project Advisory Committee (EVEPAC). He has contacted Arion Thiboumery, who he believed to be the contact person. Scott was told that as a liaison, he could have periodic check ins with the subcommittee led by Ric Burrows, and report back to Tristan who is ultimately responsible.

**Continued: Operator's Report:** Tank inspection and valve replacement estimate is \$9,000-\$10,000. Josh suggested the capital improvement reserve fund could be used if the current budget is insufficient. The work will be scheduled for August or September after water billing is completed. Tristan will check with Carol to make sure funds are available. The Asset Management Plan will be updated to include this inspection as a recurring expense.

—Tristan wants to change the meter reading schedule to March and November to avoid harsh weather conditions. This will be discussed with Carol at the next meeting to make sure it will work with overages and policy changes. Scott suggested using existing data to manage the transition period, and Josh reported waving the overages during the first fiscal quarter would ease the change.

—Goddard property billing transition: Tristan reports that Mike Davidson promised to send documentation about the Goddard properties water usage, but has not done so. Discussion about transitioning Northwood Apartments billing to Ledge Works. Tristan agreed to draft a proposal for the Commission to review.

—MERP grant for solar projects: Josh reports for the MERP grant the administrator would be Gail Harrison. He outlined the process for accessing grant funds, though specific details about eligible details for different projects still need to be clarified.

**Approve warrants:** Scott motioned to approve the warrants from June 19 to July 20, 2025, motion passed unanimously.

**Other business:** No other business

**Set next meeting date:** Next regularly scheduled meeting is August 19, 2025, 5:15 PM

**Adjourn meeting:** Motion to adjourn at 7:23 PM, all agreed.

Respectfully submitted,  
Mary Lane, Chair