

Minutes of the Special Select Board Meeting, November 28, 2018

Howard Bronstein and Winton Pitcoff were present. The meeting was called to order at 10:00 a.m.

The Board met with Division of Local Services members Zack Blake and Tara Lynch to discuss a Financial Policy Manual for Plainfield, a Community Compact Initiative. Paula King, Accountant; Allan Kidston, Treasurer; Heather Davis, Tax Collector; and Cathy Hall, Assistant Assessor were in attendance as were Finance Committee members David Kramer, Lew Robbins, and Bob Persing.

Financial processes including capital planning, debt management, financial reserves, forecasting, investments, and OPEB were discussed. Additionally, financial operations such as antifraud, procurement, reconciliations, revenue turnovers, and tax enforcement were discussed. Optional operations discussed include the tax recapitulation process.

Tara Lynch will prepare a manual to reflect Plainfield's interests as a part of the Community Compact Best Practices Initiative at no cost to the Town.

The meeting adjourned at 11:45 a.m.

Respectfully submitted,

Paula J. King
Administrative Secretary