

Minutes of the Special Select Board Meeting, January 9, 2019

Howard Bronstein, Winton Pitcoff, and Hilary Weeks were present. The meeting was called to order at 11:05 a.m.

Discussion included use of the remaining \$4,000 in the Wage and Salary Grant account. Winton compiled a working list pertaining to job descriptions, the employee handbook, and other files provided by Don Jacobs. Tasks related to finalizing job descriptions were parsed out among members of the Board. Winton agreed to edit the Employee Personnel Handbook to meet the needs of Plainfield. Additional files will be discussed at the next meeting scheduled for February 27, 2019 at 10:00 a.m. Howard will e-mail the current benefit package to Winton.

The meeting adjourned at 12:31 p.m.

Respectfully submitted,

Paula J. King
Administrative Secretary