

**PERSONNEL BOARD**  
**Meeting Minutes**  
**August 12, 2014**

**Board Members Present:** Anne Canfield, Chair, Sheila Bauer, Pat Flanagan, Hugh Fortmiller, Becky Neville

**Also present:** Susan Bak, BoS Liaison, Liz Markiewicz, Chair, Well-being Committee, Selina Shaw, Town Administrator

The meeting was called to order at 7:30 am in the Town Administrator's office at Town Hall. The purpose of the meeting was to discuss the plan for a pilot program to contract or hire a Community Services Coordinator.

1. A motion was made by Becky and seconded by Anne to approve the minutes of the April 28, 2014 meeting. The motion was voted and passed unanimously.
2. Selina reviewed actions taken to date regarding this proposed program. At the Annual Town Meeting in May, voters approved a plan for a one-year pilot program to either contract or hire a part-time Community Services Coordinator (CSC) who would be responsible for facilitating access to social services for all town residents in need. An RFP was sent out but resulted in no appropriate contract candidates.

We discussed other alternatives. The CSC could be hired as a town employee, or we could enter into an intermunicipal agreement with the town of Stow whose CSC works part-time.

Action Item: Liz will email all a copy of the Stow job description.

A motion was made by Becky and seconded by Sheila to pursue an intermunicipal agreement with Stow. If no agreement results, then Selina will recruit via ads in the local papers.

Action Item: Selina will contact Stow's Town Administrator to explore the possibility of an intermunicipal agreement and to see if the current incumbent would be interested.

3. We reviewed a draft of the Boxborough job description. Under Essential Functions we amended items #8, 9, 12 and 16. Under Knowledge, Skills and Abilities we added Veterans Administration to the list of programs and eligibility requirements.

A motion was made by Becky and seconded by Sheila to approve the job description as amended. The motion was voted and passed unanimously.

Action Item: Becky and Sheila will evaluate the job against the town Compensation and Classification System and will recommend the appropriate grade level.

The next meeting is scheduled for Tuesday, Aug. 26, 2014 at 8:30 am.

The meeting adjourned at 8:45 am.

Submitted by Pat Flanagan