

Town of Boxborough
Well-Being Committee
Meeting Minutes, June 11, 2014

Meeting called to order at 9:05am.

Attendees:

Susie Allen, **Member at Large**
Channing Wagg, **Member at Large**
Kate Smyers, **Member at Large**
Jim Gorman, **Selectman**
Liz Markiewicz, **Chair**
Denise Monteiro, **Boxborough Department Assistant**
Pam Follett, **BOH**
Cindy Worthington-Berry, **Pastor UCCB**

Handouts:

-Meeting Minutes for Approval, RFP from Acton, Stow and Channing

1. Approval of Minutes for April 30, 2014 **Approved as Amended**
2. Approval of Minutes for May 21, 2014 **Approved as Amended**
3. Discussion on Job Description/RFP
 - Selina would like to draft the Final RFP using a rough draft formed by the Committee
 - Some changes to be made using the document Channing drafted
 - Use “Community Services Manager” as the Job title
 - CSM must attend Well Being Meetings as scheduled once a month
 - 8-12 hours per week
 - Would like first responders to drop an email to the Community Service Manager when crisis follow up is necessary
 - Report to BOH
 - Liz to draft RFP using corrections as discussed
 - Pam to construct a poster to advertise position at Fifer’s Day
4. Next meeting June 25, 2014 at 9am

Meeting adjourned at 10:20AM

Elizabeth Markiewicz, Chair _____ **Date** _____