

Town of Boxborough
Well-Being Committee
Meeting Minutes, August 6, 2014

Meeting called to order at 8:00 am.

Attendees:

Selina Shaw, **Town Administrator**
Channing Wagg, **Member at Large**
Jim Gorman, **Selectman**
Liz Markiewicz, **Chair**

Denise Monteiro, **Boxborough
Department Assistant**
Kate Smyers, **Member at Large**
Randy White, **Chief of Fire**
Pam Follett, **Board of Health**

1. Selina reported that she did not receive any application packages for the Social Service Coordinator position. Deadline for submittals was August 1, 2014.
 - Liz reported there was some confusion due to there not being a pay rate. Selina discussed paying by a personal contract with the Town rather than by Contractor. Town meeting authorized the warrant to hire OR contract a Social Services Coordinator.
 - Decision was made to move forward with the application/interview process as an employee of the Town rather than a Contractor.
 - Randy suggested drafting a job description for the position to be advertised, all agreed.
 - Personnel Board will need to be approached to have them review the job description before it is posted.
 - Need to look into pay rate and check grades to determine where the position will fall. Liz and Selina to send find out from other towns what their pay rate is for this type of position.
 - Pam suggested finding out if professional insurance carried by the professional is needed in addition to the Town insurance.
 - Kate suggested posting the job on Mass Social Worker website.
 - Also to be advertised in the Beacon newspaper and the Action Unlimited.
 - Discussed not using an end date for the application/interview process, instead use the phrase “interviews will be done until the position is filled.”
2. Conclusion
 - Channing Wagg motioned to empower Liz Markiewicz to perform administrative duties required to move forward with the new job description and posting for the new position. Kate Smyers seconded it.
 - Liz will draft the job description for the Social Services Coordinator, 1 year Pilot Program.
 - Selina will schedule a meeting with the Personnel Board for next week.
 - Jim will inform the Board of selectmen at their meeting on Monday.

Meeting adjourned at 9:10 AM

Elizabeth Markiewicz, Chair_____ **Date**_____