

Town of Southborough, Massachusetts
Meeting of the Personnel Board
Wednesday, August 14, 2019 - 8:00AM
McAuliffe Hearing Room, Southborough Town House
17 Common Street, Southborough MA 01772

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SOUTHBOROUGH, MA

AGENDA

1. **Call to Order**
2. **Administrative Business** *(the Board may vote)*
 - A. Approval of Minutes: July 17, 2019
 - B. Election of Clerk
3. **Reports**
 - A. Chair: FY20 budget
4. **Consent Agenda - Employee Performance Evaluations & Raises** *(the Board may vote)*
 - A. Review of Employee Performance Evaluations & Annual Salary Increases [Bylaw §7(a)]
 - (1) Meaghan Eiland, Assistant Director, Youth & Family Services
 - (2) Heidi Lindsey, Assistant Town Accountant, Town Accountant's Office
 - (3) Denise Mayer, Administrative Assistant, Recreation Department
 - (4) Michael Santosuosso, Maintenance Technician, Facilities Department
 - B. Review of Employee Performance Evaluations & 6-Month Salary Increases [Bylaw §7(d)]
 - (1) Julieann Lamy, Building Department, Administrative Assistant
5. **New Business** *(the Board may vote)*
 - A. Youth & Family Service: draft Program Coordinator job description
 - B. FY20 Budget: update on changed assumptions, available funds
 - C. Annual Adjustment for FY21
6. **Unfinished Business** *(the Board may vote)*
 - A. Performance Evaluation Form – discussion with Personnel Director - revised draft
 - B. Board access to Personnel Records – update
7. **Other Business** *(the Board may vote)*

Such other business as may properly come before the Board in accordance with the Massachusetts Open Meeting Law, M.G.L. c. 30A, §§18-25.
8. **Board Calendar**
9. **Adjournment**

Beth A. Rosenbloom, Chair