


Town of Southborough, Massachusetts
Meeting of the Personnel Board
Wednesday, April 10, 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**
 - A. Approval of Minutes: March 13, 2019
3. **Reports**
 - A. Chair: Town Meeting – Bylaw approval; FY19 budget update; Russ Millholland retirement
 - B. Personnel Director
 - C. Personnel Update (Ms. Hale): notification of new hires
4. **Consent Agenda** *(the Board may vote)*
 - A. Review of Employee Performance Evaluations & Annual Salary Adjustments [Bylaw §7(a)]
 1. Treasurer-Collector: Kristen Pasacane, Business Administrator
 2. Youth & Family Service: Sarah Cassell, Director
 3. Police: Charles Goodwin, PT Dispatcher
5. **New Business** *(the Board may vote)*
 - A. Recreation Department: hiring of seasonal workers
 - B. Training Programs FY19 (Ms. Hale)
6. **Unfinished Business** *(the Board may vote)*
 - A. Recreation Commission: final revised Job Description for Recreation Director
 - B. Performance Evaluation Form: suggested revisions (Personnel Director)
 - C. Legal Opinion: Board access to personnel records
 - D. Goals FY20
 1. Hiring: Hiring Policy 2003, Board's role
 2. Tuition Reimbursement: new approach
 3. Merit Plan: study and recommendations
 4. Town Org Chart
7. **Other Business**

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