

Well-Being Committee
Meeting Minutes
June 23, 2022

Members Present: Liz Markiewicz, Al Murphy, Mary Pavlik, Cassie LaRussa

Others present: Wendy Abetz (admin)

Meeting was held on Zoom. The meeting was called to order via roll call vote: Mary Pavlik, aye; Al Murphy, aye; Liz Markiewicz, aye, Cassie LaRussa aye

Minutes approved with addition of exhibits listed at end: Mary Pavlik, aye; Al Murphy, aye; Liz Markiewicz, aye, Cassie LaRussa aye,

1. CSC position
 - a. Updated CSC position adjusted by personnel board approved and ready for next steps. Liz will forward to Rajon.
 - b. There is no active search in place now, and discussion centered on timing of search, immediate needs and upcoming AARPA fund distribution in fall
 - c. Wendy has been working with Cindy W-B and Laura D from Acton on resident needs, as well as with Al and the housing board on BRAF extensions and exceptions.
 - d. Wendy is collecting data on present need, documenting phone calls, emails, and other interactions.
 - e. Next steps: Move forward with having Wendy A as the acting/interim CSC, with Liz and Mary writing a cover letter to Wendy's letter stating her desire for the position and qualifications to the Select Board. When the CSC position is officially posted, Wendy will decide if she wants to apply for the position beyond interim.

2. ARPA funding distribution
 - a. ABUW in transition and still creating protocols and teams for distribution
 - b. Metrowest is already handling BRAF
 - c. Conversation between Metrowest and Liz/Mary was first step to gaining information for Metro west to help with funds
 - d. Metrowest can verify income for applicants without requiring additional funding, anything beyond that will entail administrative costs. Metro west is also willing to advise
 - e. A team of Al, Mary, Wendy, Cindy W-B? will meet to discuss what aspects of the applicant process should be done in house, and what Metro west will do
 - f. Some team members will meet with Metro west to help determine application process and tasks

3. Fifer's Day Booth
 - a. Great day with enthusiasm for the Bee and approx. 43/50 Replies showed residents getting their Bee through the Action unlimited
 - b. Suggested story on Steele Farm, and suggestion that it come out more often
 - c. People who have read the Bee really liked it
4. Boxborough Bee
 - a. Next issue will be Sept 2

Meeting adjourned: Mary Pavlik, aye; Al Murphy, aye; Liz Markiewicz, aye, Cassie LaRussa aye,
Next meeting: July 21 2022@ 8am on Zoom

Exhibit: CSC final job description