

Town of Rehoboth
Personnel Board



Minutes of Meeting on January 9, 2024

Francis Farm Arcade Building 27 Francis Farm Rd.

Rehoboth, MA. 02769

Present: Craig Chapman, Sandra Marquis, and Richard Panofsky, Terry Tamasco

Call to order: 6:05p.m.

Approval of Minutes of December 12, 2023 – Craig made a motion to approve the minutes. Sandy seconded; Richard and Craig will sign the approved minutes. **Motion passed 4-0.**

- 1) **New Business:** Town Updates. Media Manager Job Description approved by BOS. Kimberly Abbott tendered her letter of resignation from Personnel Board.
- 2) **Discussion on Job Descriptions for Office Administrator for Conservation, Planning, and ZBA. Office Administrator for Highway, Facilities Maintenance and Forestry** – Minor revisions made. Sandy made motion to approve with revisions Craig seconded. **Motion passed 4-0.**
- 3) **Discussion on Input from Town Counsel on Personnel Policies. Updating on how to organize project.** – Town Counsel is reviewing all personnel policies and making suggested revisions. Board will construct a schedule for reviewing and approving.
- 4) **Review and approve revisions to policies #2, #3, #4, and #5.** – Discussion on Policy #2, #4, and #5 Motion made by Sandy to approve Policy #2 and #5 with suggested revisions by Town Counsel Seconded by Craig. **Motion passed 4-0.** Policy #3 is still being reviewed by Town Counsel and will be discussed next meeting. Policy #4 will be returned to Town Counsel with a request for clarification.
- 5) **Discussion on revising and posting Personnel Policies #15, #16 and #22. Wage and Salary study.** – Motion made by Richard to accept Classification and Compensation Study process (term length to be determined) and Sandy seconded by **Motion passed 4-0.** Motion made by Craig to have Richard explore firms on estimates to conduct the Pilot Wage and Salary Study Seconded by Terry. **Motion passed 4-0.**
- 6) **Discussion on Job descriptions and ADA appropriate language. Meeting with Town Counsel.** – Personnel Board will invite Town Counsel to next meeting
- 7) **Discussion on Orientation for new members. Overview of Rehoboth's personnel process, procedures, and roles of the Board.** – Tabled.
- 8) **Next Meeting:** February 13, 2024 at 6:00pm.
- 9) **Adjournment:** Motion made by Sandy and seconded by Craig, the meeting was adjourned 8:15pm.



Richard Panofsky, Chair



Craig Chapman, Clerk