

Town of Rehoboth
Personnel Board



Minutes of Meeting on December 12, 2023

Francis Farm Arcade Building 27 Francis Farm Rd.

Rehoboth, MA. 02769

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

Call to order: 6:02p.m.

Approval of Minutes of November 14, 2023 – Sandy made a motion to approve the minutes. Terry seconded; Richard and Craig will sign the approved minutes. **Motion passed 3-0.**

- 1) **New Business:** Town Updates. Exit interview conducted with Stacy Vilao. Town Counsel reviewing policies 2-5 to review. Richard met with Deputy Chief to update Dispatcher job description.
- 2) **Discussion on Town Personnel Bylaw and eCode360 revision process** – Discussion. No changes at this time for project.
- 3) **Job Description Administrative Aide to Town Clerk** - Richard Presented Draft with revisions that were discussed after last meeting, speaking with department head and union. Motion made by Richard and seconded by Sandy to accept with revisions discussed. **Motion passed 4-0.**
- 4) **Discussion on making a standard clerical admin format for job description template** – Terry and Richard discussed suggested revisions. Terry presented a draft template outlining revisions recommended. Further discussion next meeting.
- 5) **Discussion on ADA appropriate language.** – Richard presented a draft for ADA Compliant language for job descriptions. Further discussion next meeting.
- 6) **Discussion on revising and posting Personnel Policies and review #15, #16, and #22** – Classification and Compensation Plans. Richard met with Town Counsel. Revisions were discussed. Draft presented. Further discussion next meeting.
- 7) **Discussion on Orientation for new members.** – Further discussion for next meeting.
- 8) **Next Meeting:** January 9, 2024 at 6:00pm.
- 9) **Adjournment:** Motion made by Craig and seconded by Sandy, the meeting was adjourned 8:07pm.


Richard Panofsky, Chair


Craig Chapman, Clerk