

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on August 23, 2016 at Gladys L. Hurrell Rehoboth Senior Center

Present: Sandy Marquis, Dave Scanlon, Sue Withers1)

1) Call to order: 7:05 p.m.

2) Approve minutes of July 19, 2016

- S. Withers motioned to approve minutes as revised. D. Scanlon seconded. Approved.

3) New Business

- Dave investigated the new Federal Overtime Final Rule and made Helen aware of the new law. The Board will follow-up in a couple of months.
- Dave will discuss the website training with L. Schwall before next meeting.

4) Job descriptions:

- Dave is still waiting for Bob Ashton's input on the Administrative Aide to the Board of Health job description.
- Dave is still waiting to speak with Jake Kramer to discuss the job description for the Administrative Aide for Veterans.
- Highway Department Superintendent – no action taken. The Board is waiting to hear from the selection committee.

5) Update on reviews of policies 1, 9, 22, 34

- Policy 1. (General) – Dave made a motion to approve, Sue seconded. Policy has been approved
- Policy 9 (FMLA) -- was tabled.
- Policy 22 (Vacation) – Dave made a motion to approve, Sue seconded. Policy has been approved
- Policy 34 (Mass Domestic Violence Act) – Typos have been corrected.
- Policy 35 - New Policy regarding optional and retirement benefits, Dave made a motion to approve, Sue seconded. Policy has been approved.

7) Adjournment

- Next meeting will be on September 27, 2016.
- Meeting adjourned at 8:10 p.m.


Dave Scanlon, Chairman


Sandra Marquis, Clerk