

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on January 24, 2018 at Gladys L. Hurrell Rehoboth Senior Center

Present: Sandy Marquis, Dave Scanlon, Craig Chapman, Richard Panofsky, Lori Caron-Silveira

Call to order: 7:03 p.m.

- 1) **Approval of Minutes of December 6, 2017.** Craig made a motion to accept the minutes, Richard seconded. The motion passed.
- 2) **New Business:**
 - Conflict of Interest online training due February 28th.
 - Dave to provide Annual Report.
 - Policies awaiting Public Hearing: Request for Accommodation #32, Dress Code Policy
 - The Health Agent job description needs to be signed off by the Chairman of the Board of Health, the Health Agent, and the Personnel Board. Still waiting for signatures. Dave will follow up.
 - Lori's appointment to the Personnel Board was confirmed.
 - The Personnel Board is still waiting for the next draft of the Social Media Policy.
- 3) **Job Descriptions:**
 - **Dispatcher –(PT) – Craig** – Craig received inputs from the dispatch supervisor. The Board members made several suggestions regarding format, wording, knowledge, and skills. Craig will update the job description. **Motion to accept with Amendments Sandy, Second Craig. Motion Passed** Craig will email Dave Final Draft.
 - **Tree Warden – (PT) and Forestry Laborer- Craig/Sandy** – The Board reviewed the job description with Sandy's revisions. **Motion to Accept made by Sandy, Second by Craig . Motion Passed.** Sandy will email Dave Final Drafts
 - **Deputy Tree Warden- Sandy** – The Board reviewed the job description with Sandy's revisions. **Motion to Accept made by Sandy, Second by Craig Motion Passed.** Sandy will email Dave Final Draft.
 - **Facilities Manager** – Dave - Board reviewed job description. The Board members made several suggestions regarding format, wording, knowledge, and skills. Dave will update the job descriptions and send for review. Board will review at the next meeting.
- 4) **Policy #7: Substance Abuse** – Held for next meeting. Board will also review Policy 6 and the Highway Contract that also mentions substance abuse. **Drug testing all new employees is practiced – Highway and Forestry Employees subject to random drug testing.**
- 5) **Policy #15: Classification Plan – Next Steps – Hold for next meeting**
 - Richard researched the MGL Chapter 41, Section 108A. The law does not require the towns to have a classification policy. Richard also reviewed other communities, the Department of Labor website, and the Mass Municipal Association Website, along with the current policy.
 - Richard presented a rough draft of a classification plan detailing the type/skill for the profession and current pay rates. As well as comparing job descriptions and a points system.
 - Further Discussion and reach out to Selectmen.
 - Lori requested further research to see what State Law requires for Classification and Compensation Plans

6) Adjournment

- The next meeting will be held February 21, 2018
- The meeting was adjourned 9:06 p.m.



Dave Scanlon, Chairman



Craig Chapman, Clerk