

Town of Rehoboth
Personnel Board



Minutes of Meeting on January 31, 2023

27 Francis Farm Rd. Arcade Building

Rehoboth, MA. 02769

Present: Craig Chapman, Sandra Marquis, and Richard Panofsky

Call to order: 6:07p.m.

Approval of Minutes of November 21, 2022 – Craig made a motion to approve the minutes. Sandy seconded; Richard and Craig will sign the approved minutes. **Motion passed 3-0.**

- 1) **New Business:** Town Updates. New Town Accountant hired. Town Clerks office has several openings.
- 2) **Discussion on Quorum** – Clarification on Quorum. Roberts Rules. Town Counsel reviewed.
- 3) **Job Description Assistant Town Accountant** – Status update. Review with Department Head. Sandy made a motion to Table for next meeting for review and approval. Craig Seconded – **Motion passed 3-0.**
- 4) **Job Description Health and Human Services Outreach Coordinator and Senior Outreach Coordinator** - Discussion on revisions and edits and approval. New changes per department head. Job description withdrawn for revisions.
- 5) **Job Description Health and Human Services Administrative Assistant** – Discussion and review for approval. New changes per department head. Job description withdrawn for revisions.
- 6) **Job Description Highway Superintendent** – Discussion and review for approval. Richard made motion to table till next meeting. **Motion passed 3-0.** Richard will meet with department head for input.
- 7) **Job Description Facilities Superintendent** – Discussion and review for approval. Richard made motion to table till next meeting. Craig Seconded. **Motion passed 3-0.**
- 8) **Job Description Facilities Maintenance Technician FT and PT** – Discussion and review for approval. Richard made motion to table till next meeting. Craig seconded. **Motion passed 3-0.**
- 9) **Discussion on planning a Public Hearing.** Richard will reach out to Dave Scanlon for input.
- 10) **Next Meeting:** March 21, 2023 at 6:00pm.
- 11) **Adjournment:** Motion made by Craig and seconded by Sandy, the meeting was adjourned

7:49pm

Richard Panofsky, Chair

Craig Chapman, Clerk