

Town of Rehoboth
Personnel Board



Minutes of Meeting on March 21, 2023

Dunkin Community Conference Room 227 Winthrop St.

Rehoboth, MA. 02769

Present: Craig Chapman, Sandra Marquis, and Richard Panofsky

Call to order: 6:24p.m.

Approval of Minutes of January 31, 2023 – Sandy made a motion to approve the minutes. Craig seconded; Richard and Craig will sign the approved minutes. **Motion passed 3-0.**

- 1) **New Business:** Town Updates. New possible Member interested for board.
- 2) **Update on job descriptions:** Assistant Accountant, Outreach Coordinators, and Associate Director of H&HS.
- 3) **Job Description Health and Human Services Office Administrator** – Discussion and review for approval. Revisions suggested. Motion made by Craig to approve with discussed amendments Seconded by Sandy. **Motion passed 3-0.**
- 4) **Job Description Highway Superintendent** – Discussion and review for approval. Richard made motion to approve with edits discussed. Sandy Seconded. **Motion passed 3-0.**
- 5) **Job Description Building Maintenance Superintendent** – Discussion and review for approval. Craig made motion with revisions to approve. Richard Seconded. **Motion passed 3-0.**
- 6) **Job Description Facilities Maintenance Technician FT and PT** – Discussion and review for approval. Sandy made motion to approve with edits discussed. Craig seconded. **Motion passed 3-0.**
- 7) **Discussion on planning a Public Hearing.** Richard will work with Deb Arruda to post public meeting.
- 8) **Next Meeting:** April 19, 2023 at 6:00pm.
- 9) **Adjournment:** Motion made by Craig and seconded by Sandy, the meeting was adjourned 7:34pm.

Richard Panofsky, Chair

Craig Chapman, Clerk