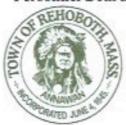
## Town of Rehoboth Personnel Board



## 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.
- Update on job descriptions: Assistant Accountant, Outreach Coordinators, and Associate Director of H&HS.
- 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.
- Job Description Highway Superintendent Discussion and review for approval. Richard made motion to approve with edits discussed. Sandy Seconded. Motion passed 3-0.
- Job Description Building Maintenance Superintendent Discussion and review for approval. Craig made motion with revisions to approve. Richard Seconded. Motion passed 3-0.
- 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.
- 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

Richard Panofsky, Chair

Craig Chapman, Clerk