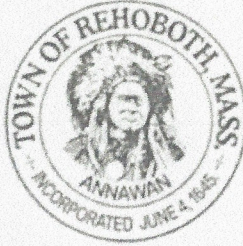


Town of Rehoboth
Personnel Board



Minutes of Meeting on November 8, 2021

at Dunkin Donuts Community Conference Room, 227 Winthrop Street

Present: Craig Chapman, Sandra Marquis, Richard Panofsky

Call to order: 6:31p.m.

Approval of Minutes of September 8, 2021 – 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 New Hire Interviews: Truck Driver/Laborer job description states must have a Class B CDL with Air Brake endorsement. Motion made Sandy to repost position with change to Must be able to obtain a Class B CDL with Air Brake Endorsement within a time period. Craig seconded. **Motion passed 3-0.**
- Social Media Policy: BOS Solas unable to attend. Richard proposed that the board should have a formal discussion next meeting and possibly present a Draft to the IT Committee after that.
- DPW new department: Facilities Maintenance including Facilities Maintenance Supervisor Part Time – Costello. Facilities Manager. Facilities Maintenance Technician.

2) Approve Job Description Public Health Nurse: Discussion on changes. Changes were addressed and clarified on Supervision Received and Corona Virus and Mental Health Responsibilities with regard to submitting for grants. Richard had a few minor corrections and suggestions. Richard will discuss with Board of Health and if revised bring back to next meeting for approval.

3) Approve Job Descriptions Part-Time Facilities Supervisor and Facilities Management Technician: Sandy presented both job descriptions in our format, with blanks and questions where needed. After discussion there are still many questions and clarifications needed. Richard will talk with DPW and Facilities Supervisor and bring back to next meeting for further discussion.

4) Next Meeting: December 8, 2021 at 6:00pm. (**Cancelled and moved to January 6, 2022**)

5) Adjournment: On a motion by Craig and seconded by Sandy, the meeting was adjourned 7:57pm.

Richard Panofsky, Chair

Craig Chapman, Clerk