

**Town of Rehoboth
Personnel Board**

Minutes of Meeting on August 23, 2017 at Gladys L. Hurrell Rehoboth Senior Center

Present: Sandy Marquis, Dave Scanlon, Craig Chapman, Richard Panofsky

Call to order: 7:02 p.m.

- 1) **Approval of Minutes of June 28, 2017.** Craig made a motion to accept the minutes, Dave seconded, with a correction that Craig was absent. The motion passed. Sandy will make correction.
- 2) **New Business:**
 - Craig inquired about the status of the vacant position on the Board. Dave will ask Kelly to post the position.
 - Dave will review the minutes from May and revisit the action items for "New Business".
- 3) **Job Descriptions:**
 - **Truck Driver/Laborer and Heavy Equipment Operator** – Dave spoke with Michael Costello and we are still awaiting input.
 - **Non-Union/Non-Contract Positions** – The following positions will be reviewed and revised by the indicated Board Members. Dave will ask Kelly for the current descriptions to assist in the process.
 - i. Community TV Director - **Richard**
 - ii. Community TV Director Assistant (PT) - **Richard**
 - iii. Dispatcher –(PT) - **Craig**
 - iv. Electrical Inspector – (PT) - **Dave**
 - v. Sealer of Weights and Measures – (PT) - **Dave**
 - vi. Plumbing and Gas – (PT) - **Dave**
 - vii. Tree Warden Assistant – (PT) - **Craig/Sandy**
 - viii. Transfer Station – (PT) – **Richard**
 - **Administrative Aid to Town Accountant** – Dave made a motion to approved the job description, Richard seconded, the motion passed. The Board of Selectmen and Department Heads need to sign-off.
- 4) **Policy #15: Classification Plan**
 - The Board of Selectmen have not updated the Board.
 - Dave will ask for a list of positions, salaries and dates of hire for non-union, non-contract employees, in addition to the union contracts previously requested.
 - Richard will review the MMA for classification templates.
- 5) **Policy #16: Compensation Plan**
 - The Board of Selectmen have not updated the Board
 - On hold until classification is completed
- 6) **Policy #32: Request for Accommodation – Update from BOS**
 - Dave will inquiry the status of this policy and the Town's general accommodation policy.
 - The Board of Selectman have not updated the Board

7) Policy #35 - Social Media Policy

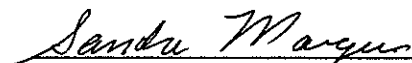
- Dave sent the latest version of the Social Media Policy for the IT Committee's review. The Board is waiting for feedback from the IT Committee. The IT Committee did not meet during the summer.

8) Adjournment

- The next meeting will be held on September 27, 2017, November 8th
- The meeting was adjourned at 8:20 p.m.



Dave Scanlon, Chairman



Sandra Marquis, Clerk