

**Town of Rehoboth
Personnel Board**


Minutes of Meeting on June 20, 2018 at Gladys L. Hurrell Rehoboth Senior Center

Present: Sandy Marquis, Dave Scanlon, Craig Chapman, Lori Caron-Silveira, Absent Richard Panofsky

Call to order: 7:05 p.m.

- 1) Approval of Minutes of May 2 2018.** Richard made a motion to accept the minutes, Craig made motion, Sandra seconded. **The motion passed 4-0.**
- 2) New Business:**
 - Employment Application: Keep employment application for future review
 - Clerical Contract: Noted a change to 4 weeks vacation for new hires.
 - Town Planner/Conservation Agent – Interviews were conducted with 6 candidates, 1 candidate appeared to be highly advantageous for the position.
- 3) Job Descriptions:**
 - **Highway Clerk / Administrative Aide – (PT) – Dave** – made by Richard seconded by Sandy. **The motion passed 4-0.**
 - **Assistant to the Town Administrator** – Motion made by Sandy to approve with minor edits, seconded by Dave. **The motion passed 4-0.**
 - **Office Administrator Board of Health/Accounting** – Motion made by Sandy to approve with clarification on “technical” Dave seconded. **The motion passed 4-0.**
 - **Office Administrator Highway/Conservation, Planning/ZBA** - Some minor clarifications. Further review next meeting.
 - **Deputy Police Chief** – Further review for next meeting.
- 4) Review changes to Policy #21: Sick Leave**
 - Lori will check into minimum increments of sick time and how to characterize it. And on temporary and seasonal positions and how this would apply.
 - Further review next meeting.
- 5) Adjournment**
 - The next meeting will be held August 8, 2018
 - The meeting was adjourned 8:39 p.m.


Dave Scanlon, Chairman


Craig Chapman, Clerk