

Office of Town Clerk

Laura L. Schwall, CMC/CMMC
Town Clerk
340 Anawan Street
Rehoboth, MA 02769



POSTING NOTICE

COMMITTEE:	Personnel Board
DATE:	04-19-2023
TIME:	6:00pm
LOCATION:	Dunkin Community Conference Room 227 Winthrop St. Rehoboth, MA. 02769
AGENDA:	See Below

AGENDA

1. Approve Meeting Minutes - March 21, 2023.
2. New Business - Town Updates.
3. Discussion with a prospective new member.
4. Update on job descriptions acted on in the previous meeting.
5. Job description for Assistant Accountant, First review draft.
6. Review job description, Town Accountant - Accounting Department.
7. Action on job description, PT Administrative Aide, Town Administrator's Office.
8. General Discussion of updates to policies and of a cycle for reviews of job descriptions.
9. Public Hearing 6:15pm: Media Policy and Revisions to anti-discrimination statements.

The posting of the above notice was made pursuant to the provisions of the Open Meeting Law, Sections 18-25, Chapter 30A of the General Laws of Massachusetts, as amended.

The Town of Rehoboth advises its employees and the public that it does not discriminate on the basis of a person's disability in employment or in access to its programs, services, and activities. This meeting location is accessible to people with disabilities. The Town of Rehoboth has designated Deborah Arruda to coordinate efforts to comply with the requirements of Executive Order 526, the Americans with Disabilities Act, the federal Rehabilitation Act and various other federal and state laws protecting the rights of people with disabilities. If you have a disability and require a reasonable accommodation to fully participate in this event, please contact the Town Administrator's Office no later than forty-eight (48) hours prior to the event by phone at 508-252-3758 X-3104 or email DArruda@RehobothMA.gov to discuss your accessibility needs. Requests for accommodations or modifications made within the forty-eight (48) hour window will be honored to the maximum extent feasible, but it may not be possible to fulfill them.



POSTED: Date _____ Time _____

Laura L. Schwall, CMC/CMMC ~ Rehoboth Town Clerk
Phone ~ 508-252-6502 X-3110 / Fax ~ 508-252-5342
E-Mail Address: LSchwall@RehobothMA.gov