

Town of Rehoboth  
Personnel Board



Minutes of Meeting on February 20, 2024

Francis Farm Arcade Building 27 Francis Farm Rd.


Rehoboth, MA. 02769

**Present:** Craig Chapman, Sandra Marquis, and Richard Panofsky, Terry Tamasco

**Call to order:** 6:10p.m.

**Approval of Minutes of January 9, 2024** – Craig made a motion to approve the minutes. Sandy seconded; Richard and Craig will sign the approved minutes. **Motion passed 4-0.**

- 1) **New Business:** Town Updates. Announcement was drafted by Terry and Richard and forwarded to the Rehoboth Reporter to be posted for open Personnel Board positions.
- 2) **Discussion on Job Descriptions for Assistant Town Clerk and Administrative Aide, Town Clerk**– Minor revisions made. Craig made motion to approve with revisions Sandy seconded. **Motion passed 4-0.**
- 3) **Review and approve revisions to policies #3 and #4** – Motion made by Richard to accept Policy #3 with revisions Craig seconded. **Motion passed 4-0.** Motion made by Richard to accept Policy #4 with revisions. Seconded by Sandy. **Motion passed 4-0.** Policies will be sent to Board of Selectmen.
- 4) **Discussion on progress of piloting a wage and salary study for Personnel Policies #15 and #16** – Information provided to board from UMass Boston about conducting a wage and salary study for the Town. Community Compact Grant discussed for comprehensive study on Job Descriptions.
- 5) **Discussion on Zoom call with Town Counsel** – Discussed employee sign off on Personnel Policy Manual every year. Motion made by Richard seconded by Sandy to accept. **Motion passed 4-0.** Public hearing discussed for Policies #2-5 for March Meeting.
- 6) **Next Meeting:** March 12, 2024 at 6:00pm.
- 7) **Adjournment:** Motion made by Craig and seconded by Sandy, **Motion passed 4-0,** the meeting was adjourned 7:43pm.

  
Richard Panofsky, Chair

  
Craig Chapman, Clerk