

**Town of Rehoboth  
Personnel Board**



**Minutes of Meeting on November 14, 2023**

**Francis Farm Arcade Building 27 Francis Farm Rd.**

**Rehoboth, MA. 02769**

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

**Call to order: 6:08p.m.**

**Approval of Minutes of October 10, 2023** – Sandy made a motion to approve the minutes. Terry seconded; Richard and Craig will sign the approved minutes. **Motion passed 4-0.**

- 1) **New Business:** Town Updates. Kimberly Abbott was appointed to the Personnel Board. Richard did have a meeting with Town Counsel. New opening of one position in Town.
- 2) **Job Description Administrative Aide to Town Clerk** - Richard Presented 11/23 Draft revisions were discussed. Will present edited draft with revisions discussed next meeting.
- 3) **Discussion on organizing personnel records and developing an onboarding process.** – Ongoing discussions. Richard has a meeting with Town on Thursday 11/16
- 4) **Discussion on revising and posting Personnel Policies and review #7, #8, #15 and #16.** – Richard met with Town Counsel. Revisions were discussed.
- 5) **Discussion on forming a general schedule for accomplishing the policy revision steps.** – Discussion and review. Revisions suggested. Town Counsel is reviewing. Richard and Terry will present a draft copy after review.
- 6) **Discussion on making a standard clerical admin format for job description template** – Terry and Richard discussed suggested revisions. Work on template will continue for next meeting
- 7) **Discussion on the Town's personnel processes, procedures, and roles of Personnel Board** – Will discuss next meeting when new board member Kimberly Abbott is present.
- 8) **Next Meeting:** December 12, 2023 at 6:00pm.
- 9) **Adjournment:** Motion made by Craig and seconded by Sandy, the meeting was adjourned 7:19pm.

**Richard Panofsky, Chair**

**Craig Chapman, Clerk**