

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, January 13, 2017 at 8:30 a.m., Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

MEMBERS PRESENT: Paul MacDonald, Chairman, Robert Tetreault, Tony Wood

OTHERS PRESENT: Michael C. Wood, Town Manager

CALL TO ORDER: The meeting was called to order at 8:37 a.m. by Chairman Paul MacDonald.

APPROVAL OF MINUTES:

- 1) **VOTED** to accept the December 13, 2016 meeting minutes and dispense with the reading of said minutes.

Motion was made by Tony Wood and seconded by Robert Tetreault. The motion was carried unanimously.

APPROVAL OF INVOICES / EXPENDITURES: None

CITIZEN COMMENT: None.

NEW BUSINESS considered and acted on:

- 2) Discussion, consideration and action relative to Personnel Projected Budget – FY2018.

Discussion: The Personnel Board Budget for FY2017/2018 will be revised to exclude \$4500 for Professional/ Technical which encompasses promotional exams per FOB Contract with the expectation it will be reinstated in the following year's budget.

Motion was made by Tony Wood to accept the budget as modified, seconded by Robert Tetreault. The motion was carried unanimously.

- 3) Discussion, consideration and action relative to Municipal Salary Survey.

Discussion: Comparisons will be made relative to Municipal Salary Survey and Classification Plan, to be continued at our next meeting.

OLD BUSINESS considered and acted on:

- 4) Discussion, consideration and action relative to Promotional Police testing.

Discussion: Promotional testing dates will need to be revisited to accommodate the Personnel Board members, Fridays don't work, preferably all to be scheduled on April 11th in the Community Room at the Police Station.

- 5) Discussion, consideration and action relative to Dispatcher testing.

Discussion: Tests will be ordered from IPMA-HR, and the Personnel Board will use the scoring capabilities of the company as well.

- 6) Discussion, consideration and action relative to updated job descriptions presented to Personnel Board for review.
- 7) Discussion, consideration and action relative to Driver/Laborer/Operator testing.

Discussion: to be addressed at a future board meeting.

CORRESPONDENCE considered and acted on: None.

ADDITIONAL NEW BUSINESS TO BE CONSIDERED AND ACTED ON:

- 8) Discussion, consideration and action relative to Treasurer's position.

Discussion: Recommendation was made by Town Manager, Michael C. Wood to promote Rosanna Doughty as Treasurer and that the Town Planner position will not include the Economic Development portion, which the Redevelopment Agency will be responsible for.

Motion was made by Tony Wood to endorse Rosanna Doughty as Treasurer, seconded by Robert Tetreault. The motion carried unanimously.

GENERAL DISCUSSION:

ADJOURN: Motion was made by Tony Wood to adjourn at 10:08 a.m., seconded by Robert Tetreault.

Paul A. MacDonald, Chairman

Date