

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday February 14, 2017 at 8:30 a.m., Burrillville Police Department, Municipal Court Room, 1477 Victory Highway, Burrillville, RI 02830.

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

OTHERS PRESENT: Major Dennis Leahey

CALL TO ORDER: The meeting was called to order at 6:02 p.m. by Robert Tetreault.

APPROVAL OF MINUTES:

- 1) **VOTED** to accept the January 10, 2017 meeting minutes and dispense with the reading of said minutes.

Motion was made by Charlotte Gabrielson and seconded by Tony Wood. 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 the Finance Director applications received.

Discussion: Applications were reviewed by the Personnel Board. Three finalists were selected for the next phase of the interview process.

Motion was made by Charlotte Gabrielson to accept final applicants, seconded by Tony Wood. The motion was carried unanimously.

OLD BUSINESS considered and acted on:

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

Discussion: IPMA-HR tests with audio was used for the Dispatcher testing on February 14. Twenty-four candidates signed up for the Dispatcher testing.

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

Discussion: Date for the Promotional Police testing will take place on Thursday, April 27, 2017 starting at 12:30 pm at the Burrillville Police Station.

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

Discussion: Comparisons are being made between local municipalities and their classification plan. More research needs to be compiled. Will carry discussion forward at next meeting.

- 6) Discussion, consideration and action relative for Personnel Board Budget FY2018.

Discussion: Postage for FY2017 was budgeted at \$200. Balance remaining for the FY 2017 Personnel Board budget is \$187.90 to-date.

- 7) Discussion, consideration and action relative to updated job descriptions presented to Personnel Board for review.

Discussion: The Personnel Board reviewed the Mechanic job description, requesting that changes be highlighted to facilitate review.

CORRESPONDENCE considered and acted on: None.

ADDITIONAL NEW BUSINESS TO BE CONSIDERED AND ACTED ON:

- 8) Discussion, consideration and action relative to Mechanic job description and testing.

Discussion: Will carry discussion forward at next meeting due to recess.

GENERAL DISCUSSION: None.

RECESS: Motion for recess was called by Charlotte Gabrielson and seconded by Paul A. MacDonald, Chairman. Recess was motioned due to the commencement of the Dispatcher Testing. The motion was carried unanimously.

ADJOURN: Motion was made by Charlotte Gabrielson to adjourn at 7:10 p.m., seconded by Tony Wood. The motion was carried unanimously.

Paul A. MacDonald, Chairman

Date