

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Monday, March 5, 2018, 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

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

**OTHERS PRESENT:**

**CALL TO ORDER:** The meeting was called to order at 8:45 am by Paul A. MacDonald.

**APPROVAL OF MINUTES:** None.

**APPROVAL OF INVOICES /EXPENDITURES:** None.

**NEW BUSINESS CONSIDERED AND ACTED ON:** None.

**OLD BUSINESS:**

- 1) Discussion, consideration and action relative to review and discussion of the Classification Plan.

The Personnel Board reviewed the updated Classification Plan. Minor updates were requested to be made to the spreadsheet. Upon completion of updates, Classification Plan is to be submitted to Robert Tetreault who is to present to Michael C. Wood, Town Manager.

**CORRESPONDENCE:** None.

**ADDITIONAL NEW BUSINESS:** None.

**GENERAL DISCUSSION:** The next Personnel Board Meeting will be held March 20, 2018 at 8:30 in Council Chambers.

**ADJOURN:** Motion was made by Charlotte Gabrielson to adjourn at 9:35 a.m., seconded by Tony Wood. The motion carried unanimously.

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Paul A. MacDonald, Chairman

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Date