

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, April 10, 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 9:05 am by Paul A. MacDonald, Chairman.

**APPROVAL OF MINUTES:**

- 1) **VOTED** to accept the Tuesday, March 20, 2018 meeting minutes and dispense with the reading of said minutes.

**Motion** was made by Robert Tetreault and seconded by Charlotte Gabrielson. The motion was carried unanimously.

**APPROVAL OF INVOICES /EXPENDITURES:**

- 2) Discussion, consideration and action relative to financial reports.

Trail balance report was received and filed.

**NEW BUSINESS CONSIDERED AND ACTED ON:**

- 3) Discussion, consideration and action relative to research of training classes for the Personnel Board.

Clerk to the Personnel Board registered with the Society for Human Resource Management (SHRM). SHRM membership is an online tool which provides tools and recourses to stay informed on Human Recourse topics. There was no registration fee.

- 4) Discussion, consideration and action relative to the August 14, 2018 Personnel Board Meeting.

The August 14, 2018 Personnel Board meeting was rescheduled to August 7, 2018 at 8:30 in Council Chambers due to vacation schedules.

- 5) Discussion, consideration and action relative to stipends for the Burrillville Redevelopment Agency.

Stipends are the same for the Burrillville Redevelopment Agency as they are for the Personnel Board.

**OLD BUSINESS:**

- 6) Discussion, consideration and action relative to the Classification Plan.

Classification Plan is being revised with six additional towns to be added to the original comparison. Once updated, it will be reviewed by Michael C. Wood. If further clarification is needed, Robert Tetreault will meet with him to discuss in more detail.

- 7) Discussion, consideration and action relative to the criteria of which positions go before the Personnel Board for approval of posting, testing and advertising (Union/Non-Union and Classification Plan positions).

Further discussion is needed on this topic. Asked to have Mike Wood and Jeff McCormick join the next Personnel Board Meeting. Tony Wood asked that the FOP Contract be forward to him.

**CORRESPONDENCE:** None.

**ADDITIONAL NEW BUSINESS:**

**GENERAL DISCUSSION:**

**ADJOURN: Motion** was made by Charlotte Gabrielson to adjourn at 9:52 am, seconded by Robert Tetreault.

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Paul A. MacDonald, Chairman

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Date