

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, June 19, 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: Beth Ullucci, Library Director. Jeff McCormick, Director of Public Works & Engineering Services

CALL TO ORDER: The meeting was called to order at 8:00 am by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the May 8, 2018, meeting minutes and dispense with the reading of said minutes.

APPROVAL OF INVOICES /EXPENDITURES:

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

Trial balance report was received and filed.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 3) Discussion, consideration and action relative to process of posting and hiring for positions at the Jesse M. Smith Library.

Classified positions go through the Personnel Board. Beth Ullucci, Library Director, will be posting for Teen Librarian. She noted that the title Librarian at Jesse M. Smith means you have a Master's Degree. The Personnel Board requested a list of all the personnel and their titles at the library. It was noted that Jenn Gasrow was promoted to Head Children's Librarian.

- 4) Discussion, consideration and action relative to upcoming positions, testing at DPW.

Jeff McCormick informed the Personnel Board that there will be testing for an Operations Foreman position. An in-house exam will be utilized. Three employees have posted for the position. Testing will be given on Wednesday, June 20 at 1:00 pm.

- 5) Discussion, consideration and action relative to the process for posting union vs. classified.

Refer to Union contract for union postings. Personnel Policies and Employment Terms & Conditions: "The Personnel Board shall determine the hiring process for all positions under the jurisdiction of the Personnel Board after consultation with the Town Manager, except as may be specified in collective bargaining agreements."

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

Personnel Board approved testing for creating an Employment List for Police Dispatcher.
Current list has been exhausted.

OLD BUSINESS:

CORRESPONDENCE: None.

ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

ADJOURN: **Motion** was made by Tony Wood to adjourn at 9:29 am, seconded by Charlotte Gabrielson.

Paul A. MacDonald, Chairman

Date

The Town of Burrillville will provide accommodations needed to ensure equal participation. Please contact the Burrillville Town Clerk at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it. A request for this service can be made in writing or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY). Such assistance at no cost to the person requesting it. A request for this service can be made in writing, or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY).