

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, August 7, 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 8:35 am by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the July 10, 2018, meeting minutes and dispense with the reading of said minutes.

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

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Discussion, consideration and action relative to invoice from the Bargain Buyer for ad for the Police Dispatcher.

Motion to approve invoice from the Bargain Buyer for the Police Dispatcher ad was made by Charlotte Gabrielson and seconded by Robert Tetreault. The motion was carried unanimously.

- 3) Discussion, consideration and action relative to financial report.

The Detailed Trial Balance report is not tied into the budget. Will research for other Munis reports that tie into the budget for better tracking of the budget.

NEW BUSINESS CONSIDERED AND ACTED ON:

OLD BUSINESS:

- 4) Discussion, consideration and action relative to processes for posting and advertising declared open positions.

Processes for testing and hiring Classification and Council 94 openings are being written in an easy format for clarification.

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

The Dispatcher Testing will commence on September 18 in the Municipal Court Room.

- Personnel Board meeting - 5:00 pm to 6:00 pm
- Dispatcher Testing - 6:00 pm to 8:00 pm.

6) Discussion, consideration and action relative to the Current Status of Lists.

Discussion of the Current Status of Lists will be tabled to the next Personnel Board meeting. More information is needed.

CORRESPONDENCE: None.

ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

ADJOURN: Motion was made by Robert Tetreault to adjourn at 9:30 am, seconded by Charlotte Gabrielson.

Paul A. MacDonald, Chairman

Date