

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, March 21, 2017 at 8:30 a.m., Council Chambers, 105 Harrisville Main Street, Burrillville, RI 02830.

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

OTHERS PRESENT: Jeffrey McCormick, Director, Public Works, Beth Ullucci, Director, Jesse M. Smith Library, Dorothy Karolyshyn, Board of Trustees, Secretary, Margaret Dudley, Board of Trustees, Member

CALL TO ORDER: The meeting was called to order at 8:36 a.m. by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) **VOTED** to accept the February 14, 2017 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 approving the Employee Expense Reimbursement Request for Gail Labossiere for US Postal Service, Priority Mail to send back Dispatcher tests in the amount of \$23.75.

Motion: Motion was made by Charlotte Gabrielson and seconded by Robert Tetreault to pay priority mail expenses. The motion was carried unanimously.

- 3) Discussion, consideration and action relative to approving the invoice from IPMA-HR for Dispatcher tests in the amount of \$459.

Motion: Motion was made by Charlotte Gabrielson and seconded by Robert Tetreault to make payment to IPMA-HR Dispatcher tests. The motion was carried unanimously.

- 4) Discussion, consideration and action relative to approving the invoice from The Bargain Buyer for the Planning Director/Economic Development Coordinator ad in the amount of \$220.

Motion: Motion was made by Robert Tetreault and seconded by Charlotte Gabrielson to pay the Bargain Buyer invoice for the Planning Director/Economic Development Coordinator ad. The motion was carried unanimously.

CITIZEN COMMENT: None.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 5) Discussion, consideration and action relative to retirement of the Tax Assessor.

Discussion: Michael C. Wood, Town Manager, is recommending the Assistant Assessor, Jennifer Mooney, be promoted to Tax Assessor. Mr. Wood asked the Board to start the process of recruiting for the position of Assistant Assessor.

Motion was made by Robert Tetreault and seconded by Tony Wood to promote Jennifer Mooney to Tax Assessor. The motion was carried unanimously.

- 6) Discussion, consideration and action relative to Reference Specialist vacancy. Consideration of vacancy position to Reference Librarian.

Discussion: Posting of the position for Reference Librarian was discussed. This position will replace Reference Specialist. No change to the budget for the position. Job Description has not changed, only title. Personnel Board asked that the titles for Librarian positions in the Classification Plan be clarified.

OLD BUSINESS CONSIDERED AND ACTED ON:

- 7) Discussion, consideration and action relative to Promotional Police Testing.

Discussion: Date for the Promotional Police testing is Thursday, April 27, 2017 starting at 12:30 pm at the Burrillville Police Station. Dean McKenna and associates will provide the test. Robert Tetreault and Tony Wood will attend.

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

Discussion: Police Dispatcher test was given on February 14, 2017. Letters informing applicants of pass/fail were mailed on February 22, 2017. Sixteen applicants passed; two applicants failed.

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

Discussion: Department Heads have been contacted to verify that current job descriptions/positions are still active in their departments. Job Descriptions have been updated to have consistent formatting and reflect current descriptions and responsibilities.

- 10) Discussion, consideration and action relative to Driver/Labor/Operator testing.

Discussion: Thirteen applicants attended testing. There were two no-shows. Seven passed the test.

- 11) Discussion, consideration and action relative to Mechanic testing.

Voted: The Mechanic testing has been posted in-house as required by the Collective Bargaining Agreement. No one in-house applied for the testing. Jeffrey McCormick, Director of Public Works & Engineering Services, requested to advertise publically and maintain a list of candidates. The Mechanic candidates will be added to the existing Current Status of Lists.

Motion: Motion was made by Robert Tetreault and seconded by Tony Wood to advertise publically and maintain list of candidates. The motion was carried unanimously.

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

Discussion: The Personnel Board reviewed the existing Current Status of Lists. At this time, there is no need to post for tests for any position title. No positions are open and every position has at least two candidates.

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

Discussion: Comparisons were made between six Northern Rhode Island municipality salaries. Classifications for municipalities seemed to be comparable. Data will be put in an Excel spreadsheet and forwarded to the Personnel Board.

14) Discussion, consideration and action relative to the Planning Director/Economic Development Coordinator position.

Discussion: Currently there are three applications for the Planning Director/Economic Development Coordinator position. Deadline for applications is March 23, 2017. Personnel Board will work with Planning Board to recommend candidates to Michael C. Wood, Town Manager, once all applications have been received.

CORRESPONDENCE CONSIDERED AND ACTED ON:

15) Discussion, consideration and action relative to Labor Arbitration Institute – Labor Law & Labor Arbitration Seminar, Friday, May 12, 2017 in Boston.

Discussion: The Personnel Board will not be attending this seminar.

ADDITIONAL NEW BUSINESS: None.

GENERAL DISCUSSION: None.

ADJOURN: Motion was made by Robert Tetreault to adjourn at 10:00 a.m., seconded by Tony Wood. The motion was carried unanimously to adjourn.

Paul A. MacDonald, Chairman

Date