

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, December 17, 2019, at 5:00 pm, Wallace F. Lees, Municipal Court Room, 1477 Victory Hwy., 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 5:02 p.m. by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the Tuesday, November 5, 2019, meeting minutes and dispense with the reading of said minutes.

Motion to approve the November 5, 2019, meeting minutes was made by Charlotte Gabrielson, seconded by Robert Tetreault. The vote was unanimous.

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Discussion, consideration and action relative to the invoice from the Bargain Buyer for ads for Police Dispatcher Eligibility List and Financial Aide opening.

Motion to correct the amount and approve the Bargain Buyer invoice for \$696.00 was made by Robert Tetreault and seconded by Charlotte Gabrielson. The vote was unanimous.

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

Financial statements discuss with the FYE2020 Budget New Business item.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 4) Discussion, consideration and action relative to Deputy Town Clerk testing.

Deputy Town Clerk testing has been posted. The posting remove date is December 24, 2019 at noon.

- 5) Discussion, consideration and action relative to FYE2020 Budget.

Advertising increased to \$1,000. The Board asked the scribe to check into the Professional/Tech Services expenses. Other Account Budgets look adequate at this time.

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

The Agility Testing has been scheduled at RIC on February 1, 2020. Tony Wood is out of state and is unable to attend on that date. Paul MacDonald asked if the testing could be moved to February 8, 2020 so all members of the Board could attend.

OLD BUSINESS:

- 7) Discussion, consideration and action relative to the status of lists.

Testing will need to be conducted to bring the Status of Lists up to date which will increase the FY2021 Budget.

- 8) Discussion, consideration and action relative to Financial Aide testing.

The Financial Aide testing is scheduled for February 7, 2020. Deadline to receive applications was December 17, 2019.

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

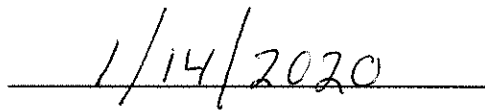
Dispatcher Testing was scheduled for 12/17/2019 at 6:00 pm following the Personnel Board Meeting. There were 10 applications signed up to take the test. One applicant called to be removed from the test.

CORRESPONDENCE:**ADDITIONAL NEW BUSINESS:****GENERAL DISCUSSION:****ADJOURN:**

Motion was made by Charlotte Gabrielson to adjourn at 5:37 p.m. Robert Tetreault seconded the motion. The vote was unanimous.



Paul A. MacDonald, Chairman



Date