

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday March 10, 2020, at 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 8:36 am by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the Tuesday, February 5, 2020, meeting minutes and dispense with the reading of said minutes.

Motion to approve the Tuesday, February 5, 2020, meeting minutes was made by Robert Tetreault, seconded by Charlotte Gabrielson. The vote was unanimous.

APPROVAL OF INVOICES /EXPENDITURES:

NEW BUSINESS CONSIDERED AND ACTED ON:

- 2) Discussion, consideration and action relative to the invoice from The Bargain Buyer for payment of the Administrative Aide Eligibility Testing and the Financial Aide Eligibility Testing Ad in both editions.

Motion to approve the invoice for \$464.00 from the Bargain Buyer for payment of the Administrative Aide Eligibility Testing and the Financial Aide Eligibility Testing ad was made by Robert Tetreault and seconded by Charlotte Gabrielson.

OLD BUSINESS:

- 3) Discussion, consideration and action relative to Deputy Town Clerk's Job Description and testing.

Job Description for Deputy Town Clerk has been updated and approved by the Town Clerk. Robert Tetreault will reach out to the Clerk to set a test date. One municipal employee signed the posting for testing. Only one member of the Board and the Clerk will be present at the testing.

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

DLO test will be reviewed at the April 14, 2020 meeting by the Board members. Job description will be reviewed by the Board members. Testing will be conducted on June 9, 2020 at 6:00 pm. The Personnel Board will meet at 5:00 pm. Two hours will be designated for testing.

- 5) Discussion, consideration and action relative to Treasurer's position.

Notified the Personnel Board that as of this date, no resumes have been received for the Treasurer's position. Will discuss this with Mike Larocque, Finance Director.

- 6) Discussion, consideration and action relative to the Financial Aide Eligibility testing.

Financial Aide Eligibility testing and the Administrative Aide Eligibility testing was rescheduled to May 12, 2020. Ad has been put in the Bargain Buyer, the Burrillville website and DLT.

- 7) Discussion, consideration and action relative to the Administrative Aide Eligibility testing.

Same as response for agenda item number six.

CORRESPONDENCE:

ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

ADJOURN:

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


Paul A. MacDonald, Chairman

7-14-2020
Date