

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday July 14, 2020, at 8:30 am, by Zoom webinar.

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

Amended minutes to reflect Robert Tetreault joined the meeting at 8:48 pm

OTHERS PRESENT: Carol Folan

CALL TO ORDER: The meeting was called to order at 8:40 am by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the Tuesday, March 10, 2020, meeting minutes and dispense with the reading of said minutes.

APPROVAL OF INVOICES /EXPENDITURES: None.

NEW BUSINESS CONSIDERED AND ACTED ON: None.

- 2) Discussion, consideration and action relative to the position of Finance Director.

The Finance Director ad has been posted on several sites. In-Deed has been added to the list for posting. The start date to post was July 13th with a due date for applications being Wednesday, August 12th at 3:00 pm.

MOTION was made by Charlotte Gabrielson and seconded by Robert Tetreault to reschedule the August 11, 2020 Personnel Board Meeting to Wednesday, August 19, 2020. This will give the Board time to review the applications for the Finance Director position.

OLD BUSINESS:

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

MOTION to table the Deputy Town Clerk testing to another meeting due to COVID-19 and no position foreseen at this time by Tony Wood and seconded by Charlotte Gabrielson. The vote was unanimous.

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

Fall would be adequate for the Driver/Labor/Operator testing per Jeff McCormick. Due to COVID-19, there are no summer hires, no new hires and no positions open.

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

Meghan Rabitaille has been hired as a Executive Assistant-Financial Aide/PT. The change in position is due to budget restraints and COVID-19.

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

The Town Manager suggested that we post an ad for testing for the Financial Aide Eligibility testing and the Administrative Aide Eligibility testing. At this time, due to COVID-19, do not give a test date. Create a list of eligible candidates who would want to take the test and let them know we will reach out to them at a later date when the test will take place. Paul McDonald, Chairman, requested that Rose Doughty, Acting Finance Director be invited to the next Personnel Board Meeting to discuss testing fees.

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

Discussed in Item 6.


CORRESPONDENCE: None.

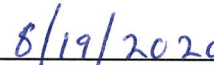
ADDITIONAL NEW BUSINESS: None.

GENERAL DISCUSSION:

ADJOURN:

Motion was made by Robert Tetreault to adjourn at 9:08 am, seconded by Charlotte Gabrielson.


Paul A. MacDonald, Chairman


Date