

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Thursday, February 18, 2021, at 8:30 am, Municipal Court Room, 1477 Victory Hwy., Burrillville, RI 02830.

*This meeting was held in accordance with the provisions of the Governor's Executive Orders 20-46, and 21-10. All members of the Personnel Board participated in person or remotely via Zoom. Members of the public could listen and/or participate in the meeting, as required, by the means listed below:*

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/j/89915259315?pwd=WWV3bjBheHdOeE5vUjRTMS8xNEZkdz09>

**Meeting ID:** 899 1525 9315

**Passcode:** 457204

**Toll free**

833 548 0282

877 853 5247

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

**OTHERS PRESENT:** Carol Folan

**CALL TO ORDER:** The meeting was called to order at 8:32 am by Paul A. MacDonald, Chairman.

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the Tuesday, January 19, 2021 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the January 19, 2021, 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 Administrative Aide/Financial Aide Eligibility testing.

Due to COVID-19 virtual testing is being considered. Need more information on the security of the testing process from the vendor EmployTest.

**OLD BUSINESS:**

- 3) Discussion, consideration and action relative to Administrative Aide Job Description (Building and Zoning Department).

Job description needs to be updated. Remove "Physical Demands" section. Have Department Head review the job description and initial and date it. Moving forward, all job descriptions will be updated with the one format.

**CORRESPONDENCE:** None.

**ADDITIONAL NEW BUSINESS:** None.

**GENERAL DISCUSSION:** Personnel Board meeting scheduled for March 9, 2021 was rescheduled to March 16, 2021.

**ADJOURN:** Motion was made by Charlotte Gabrielson to adjourn at 9:22 am, seconded by Tony Wood.

Paul A. MacDonald  
Paul A. MacDonald, Chairman

3/16/21  
Date