

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, March 16, 2021, at 8:30 am, Municipal Court Room, 1477 Victory Hwy., Burrillville, RI 02830.

This meeting will be held in accordance with the provisions of the Governor's Executive Orders 20-46, and 21-21. All members of the Personnel Board will be participating in person or remotely via Zoom. Members of the public can 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/84538378398?pwd=a0JlcXRQKzBhc204WU9XWGFpbVNRQT09>

Meeting ID: 845 3837 8398

Passcode: 723163

Toll Free

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888 788 0099 US

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

OTHERS PRESENT: Carol Folan, Beth Ullucci, Director of Jesse M. Smith Library

CALL TO ORDER: The meeting was called to order at 8:41 am by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the Thursday, February 18, 2021 meeting minutes and dispense with the reading of said minutes.

Motion to approve the February 18, 2021, meeting minutes was made by Robert Tetreault, seconded by Charlotte Gabrielson. The vote was unanimous.

APPROVAL OF INVOICES /EXPENDITURES: None.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 2) Discussion, consideration and action relative Librarian Assistant III applications.

Library Assistant III applications were reviewed by the Personnel Board. Five candidates were selected to present to the Town Manager.

OLD BUSINESS:

- 3) Discussion, consideration and action relative to Administrative Aide-Zoning position.

The position for Administrative Aide-Zoning has been hired; passed physical, BCI and virtual testing for Excel/Word. Confirmed start date of March 22, 2021.

- 4) Discussion, consideration and action relative to virtual testing.

Virtual testing will be continued to next month's agenda. Further discussion on location of testing for large groups, proctoring and viewing of examples of tests company provides is needed.

CORRESPONDENCE: None

ADDITIONAL NEW BUSINESS: None.

GENERAL DISCUSSION: Next Personnel Board meeting is scheduled for April 13, 2021.

ADJOURN:

Motion was made by Charlotte Gabrielson to adjourn at 10:11 am, seconded by Robert Tetreault.

Paul A. MacDonald
Paul A. MacDonald, Chairman

4/13/21
Date