

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, April 13, 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 21-30. 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:*

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**Webinar ID:** 880 9263 8255

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**MEMBERS PRESENT:** Paul A. MacDonald, Chairman, Robert Tetreault, Charlotte Gabrielson and 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 Thursday, March 16, 2021 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the March 16, 2021, 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 Webster Bank for payment of the credit card for EmployTest. This was to conduct the virtual testing for the Administrative Aide-Zoning position. Virtual testing was conducted do to COVID-19.

Paul A. MacDonald made a motion to receive and file the invoice from Webster Bank. Invoice initialed for approval and filing. Gabrielson seconded. All members approved.

**NEW BUSINESS CONSIDERED AND ACTED ON:**

- 3) Discussion, consideration and action relative to Amendment to Test Rental and Use Agreement for CPS HR.

Use Agreement for CPS HR were signed by the Personnel Board Members.

- 4) Discussion, consideration and action relative to testing for Financial Aide through CPS HR.

Dates agreed to conduct testing for the Financial and Administrative Aide were June 7, 8 and 9. June 8 is the scheduled Personnel Board Meeting. Schedule Municipal Court room starting at 5:30 to conduct meeting prior to testing (6:00 – 8:00).

5) Discussion, consideration and action relative to testing for Administrative Aide through CPS HR.

Discussed in previous agenda item.

**OLD BUSINESS:**

6) Discussion, consideration and action relative to virtual testing.

Tabled to next month's agenda.

**CORRESPONDENCE:**

**ADDITIONAL NEW BUSINESS:**

**GENERAL DISCUSSION:**

- Next Personnel Board meeting is scheduled for May 11, 20201.

All Board Members can attend at this time.

- 3<sup>rd</sup> Quarter Personnel Board Payroll was submitted on March 17, 2021.

Board Members received payroll.

**ADJOURN:**

**Motion** was made by Charlotte Gabrielson to adjourn at 9:00 am, seconded by Tony Wood.

Paul A. MacDonald  
Paul A. MacDonald, Chairman

5/11/21  
Date