

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Thursday, June 8, 2017 at 8:00 a.m., Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

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

MEMBERS ABSENT: Charlotte Gabrielson, Excused

OTHERS PRESENT: Michael Larocque, Finance Director and Jennifer Mooney, Assistant Tax Assessor.

CALL TO ORDER: The meeting was called to order at 8:01 a.m. by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

1) **VOTED** to accept the May 8, 2017 meeting minutes and dispense with the reading of said minutes.

Motion was made by Tony Wood and seconded by Robert Tetreault. The motion was carried unanimously.

APPROVAL OF INVOICES / EXPENDITURES:

2) Discussion, consideration and action relative to the Roger Williams University invoice for the administration and preparation of Sergeant, Lieutenant and Major promotional exams in the amount of \$4,500.

Motion was made by Tony Wood to accept payment of the invoice to Roger Williams University, seconded by Robert Tetreault. The motion was carried unanimously.

CITIZEN COMMENT: None

NEW BUSINESS: None

OLD BUSINESS: None

3) Discussion, consideration and action relative to applications for the Assistant Tax Assessor.

Discussion and Consideration: Five applicant names were unanimously chosen to present to the Town Manager, Michael C. Wood for his review.

4) Discussion, consideration and action relative to Mechanic Testing.

Discussion: Posting and advertising for the Mechanic Testing should commence immediately. Tentative testing will be July 11, 2017, at 9:30 a.m. in Council Chambers.

5) Discussion, consideration and action relative to the Planning Director/Economic Development Coordinator position.

Discussion: Letter of recommendation for Mr. Raymond Goff as Planning Director/Economic Development Coordinator was reviewed and accepted unanimously.

6) Discussion, consideration and action relative to retesting for the Sergeant's or Major's positions.

Discussion: There is concern regarding money spent for the test considering the results. Discussion will be continued at a future meeting.

7) Discussion, consideration and action relative to updating and reformatting municipal job descriptions.

Discussion, consideration and action: Job Descriptions from DPW and the Library will be reviewed for updates and discussion. Any updates will need to be run by Mikchael C. Wood, Town Manager for final approval.

CORRESPONDENCE:

Action: Testing Company agreements 2017 for IPMA and CPS-HR were signed by those present

ADDITIONAL NEW BUSINESS: None

GENERAL DISCUSSION:

Discussion: Paul A. MacDonald, Chairman requested to have the wording "Considered and Acted Upon" removed from future agendas and minutes, and to remove the word "none" on agendas. The motion was seconded by Robert Tetreault and carried unanimously.

ADJOURN: Motion was made by Tony Wood to adjourn at 9:10 a.m., seconded by Robert Tetreault. The motion was carried unanimously.

Paul A. MacDonald, Chairman

Date