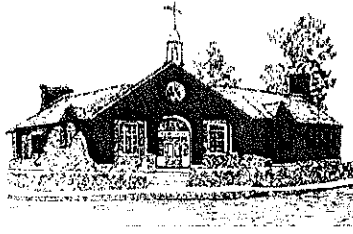


# TOWN OF BURRILLVILLE



## Personnel Board

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, July 13 2021 at 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

*This meeting was held in accordance with the provisions of the Governor's Executive Orders 20-46 and 21-59. 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:*

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

**OTHERS PRESENT:** Leslie McGovern, Christine Mulligan, Tonya Brule

**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 Tuesday, June 8, 2021 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the June 8, 2021, meeting minutes was made by Robert Tetreault, seconded by Charlotte Gabrielson. Motion carried unanimously.

### **APPROVAL OF INVOICES /EXPENDITURES:**

- 2) Discussion, consideration and action relative to the invoice from CPS HR Consulting for the Administrative Aide testing administered on June 8, 2021 to be received and filed.

**Motion** to approve, receive and file invoice from CPS HR Consulting was made by Charlotte Gabrielson and seconded by Robert Tetreault. Motion carried unanimously.

### **NEW BUSINESS CONSIDERED AND ACTED ON:**

- 3) Discussion, consideration and action relative to resuming Personnel Board meetings in Council Chambers.

**Motion** to conduct Personnel Board meetings in Council Chambers moving forward was made by Charlotte Gabrielson and seconded by Robert Tetreault. Motion carried unanimously.

### **OLD BUSINESS:**

- 4) Discussion, consideration and action relative to reviewing and updating the Town's Classification Plan and retirement plan - 457(b).

RILCT's are conducting a Municipal Salary Survey. Possibility of waiting for their survey results before proceeding with Town Classification Plan Survey.

Town offers two alternative retirement plans. The Plans are not contributed by the Town. The Personnel Board agrees that if the Town Council approves, and the budget supports it, the Town should contribute to the existing 457(b) plan.

**CORRESPONDENCE:** None.

**ADDITIONAL NEW BUSINESS:**


Discussed position openings and job descriptions. Reminded the Board that all ads for positions must match job description qualifications. Prior to posting, the Board will review ads/postings.


**GENERAL DISCUSSION:**

Due to Board Member schedule's, the August 10, 2021 meeting will be rescheduled to August 16, 2021, Council Chambers, 8:30 am.

**ADJOURN:**

**Motion** was made by Robert Tetreault to adjourn at 9:36 am, seconded by Charlotte Gabrielson. Motion carried unanimously.

  
Paul A. MacDonald, Chairman

  
Date