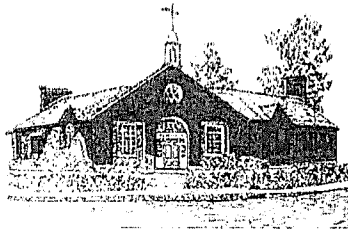


TOWN OF BURRILLVILLE



MEETING MINUTES of the Personnel Board of the Town of Burrillville held Monday, August 16, 2021 at 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

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

OTHERS PRESENT: Carol Folan

CALL TO ORDER: The meeting was called to order at 8:30 am by Paul A. MacDonald, Chairman

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the Tuesday, July 13, 2021 meeting minutes and dispense with the reading of said minutes.

Motion to approve the July 13, 2021, meeting minutes was made by Charlotte Gabrielson, seconded by Robert Tetreault. Motion carried unanimously.

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Discussion, consideration and action relative to the invoice from CPS HR Consulting for the Financial Aide testing administered on June 10, 2021 to be received and filed.

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

NEW BUSINESS CONSIDERED AND ACTED ON:

- 3) Discussion, consideration and action relative to the CPS HR two (2) year Test Rental and Use Agreement.

CPS HR Test Rental Use Agreement was signed by Personnel Board members.

- 4) Discussion, consideration and action relative to the Head Children's Librarian position.

All applications received for the Head Children's Librarian were reviewed by the Personnel Board. Three applications were selected to give to the Library Director to interview.

- 5) Discussion, consideration and action relative to the Building and Grounds Supervisor position.

Due to the urgency of filling the Building and Grounds Supervisor position, the Personnel Board was asked that the Town Manager and the Library Director review the applications and select the top three.

MOTION was made by Charlotte Gabrielson and seconded by Robert Tetreault to have the Town Manager and Library Director fill the Building and Grounds Supervisor position. Motion carried unanimously.

- 6) Discussion, consideration and action relative to current status of lists.

This agenda item will be carried forward to next month.

OLD BUSINESS:

- 7) Discussion, consideration and action relative to reviewing and updating the Town's Classification Plan.

The RI League of Cities and Towns is in the process of updating the RI Municipal Salaries. It is estimated that the survey will be completed by the end of September beginning of October 2021. The Personnel Board has agreed to hold off working on the Classification Plan until they have the RI League of Cities and Towns' completed Municipal Salary Worksheet.

CORRESPONDENCE: None

ADDITIONAL NEW BUSINESS: None

GENERAL DISCUSSION: The Personnel Board will start reviewing job descriptions a few at a time at the monthly Board meetings.

ADJOURN:

Motion was made by Robert Tetreault to adjourn at 9:25 am, seconded by Charlotte Gabrielson. Motion carried unanimously.

Paul A. MacDonald
Paul A. MacDonald, Chairman

9/14/21
Date