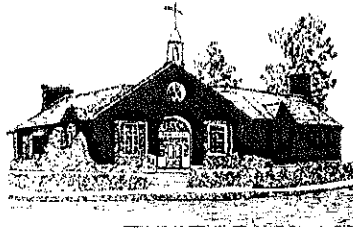


# TOWN OF BURRILLVILLE



**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Thursday, October 21, 2021 at 5:00 pm, Municipal Court Room, 1477 Victory Hwy., Burrillville, RI 02830.

**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 5:22 pm by Paul A. MacDonald, Chairman

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the Tuesday, September 14, 2021 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the September 14, 2021, meeting minutes was made by Robert Tetreault, seconded by Charlotte Gabrielson. Motion carried unanimously.

**APPROVAL OF INVOICES /EXPENDITURES:**

**NEW BUSINESS CONSIDERED AND ACTED ON:**

**OLD BUSINESS:**

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

It was noted that the League of Cities and Towns should have their Municipal Salary Survey for FY2022 soon. Once they have completed it, the Personnel Board can move forward with the Town's Classification Plan.

- 3) Discussion, consideration and action relative to conducting the Financial Aide ad and Test.

The Financial Aide ad was revised to include the minimum requirements. All ads must include "minimum requirements". Closing for applicants was October 18, 2021. There were 30 applicants.

Personnel Board can give the Financial Aide test on November 9, 15 or 16. Scribe will get back to the Board on the date, pending availability of the Municipal Court Room. Personnel Board will meet at 5:00 pm and test will begin at 6:00 pm. Two overlays will be ordered to score the test in-house.

No attendees are able to participate/attend tests except members of the Personnel Board and the scribes.

**CORRESPONDENCE:**

**ADDITIONAL NEW BUSINESS:**

**GENERAL DISCUSSION:** Lost Exam Incident Report for CPS HR Account Clerk Test Booklets.

There has been no correspondence or contact from CPS HR regarding the Lost Exam Incident Report. A letter to Veronica Lara-Lopez from Carol Folan documenting additional information was sent. A letter to Ms. Lara-Lopez from Gail Labossiere explaining the testing process was also sent.

**ADJOURN:**

**Motion** was made by Robert Tetreault to adjourn at 6:12 pm, seconded by Charlotte Gabrielson. Motion carried unanimously.

Paul A. MacDonald  
Paul A. MacDonald, Chairman

11/9/21  
Date