

TOWN OF BURRILLVILLE



MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, November 9, 2021 at 5:00 pm, Municipal Court Room, 1477 Victory Hwy., Burrillville, RI 02830.

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

MEMBERS EXCUSED: Charlotte Gabrielson

OTHERS PRESENT: Carol Folan

CALL TO ORDER: The meeting was called to order at 5:05 pm by Paul A. MacDonald, Chairman

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the Thursday, October 21, 2021 meeting minutes and dispense with the reading of said minutes.

Motion to approve the October 21, 2021, meeting minutes was made by Robert Tetreault, seconded by Tony Wood. Motion carried unanimously.

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Discussion, consideration and action relative to the invoice from The Bargain Buyer for the Financial Aide Job ad to be received and filed.

Motion to approve the invoice from The Bargain Buyer for the Financial Aide Job ad was made by Robert Tetreault and seconded by Tony Wood. Motion was carried unanimously.

- 3) Discussion, consideration and action relative to the price estimate from CPS HR Consulting for the Financial Aide testing.

Personnel Board reviewed estimate. Payment will be made upon receipt of invoice.

- 4) Discussion, consideration and action relative to first quarter payroll FY22 submitted on October 26, 2021 to be received and filed.

Payroll was previously reviewed for sign-off. No discussion took place on this agenda item.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 5) Discussion, consideration and action relative to the Teen Librarian job posting and job description.

The Teen Librarian job posting and job description have been posted. Postings will be removed November 30, 2021.

OLD BUSINESS:

- 6) Discussion, consideration and action relative to reviewing and updating the Town's Classification Plan.
- 7) Discussion, consideration and action relative to the CPS HR test rental online review.

To be consistent with all tests and to keep the process the same with all tests and in order to keep the integrity of all tests, no one is to review the test booklets prior to the night of the tests. This is to include the SME (department head) who has the position open. The SME is not to sample tests.

MOTION not to have anyone review tests prior to the test being given was made by Tony Wood and seconded by Robert Tetreault.

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

CORRESPONDENCE:

ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

ADJOURN:

Motion was made by Robert Tetreault to adjourn at 5:53 pm, seconded by Tony Wood. Motion carried unanimously.

 for Paul A. MacDonald 12/14/21
Paul A. MacDonald, Chairman Date