

## **PERSONNEL BOARD MINUTES**

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, January 18, 2022 at 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

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

**MEMBERS EXCUSED:** Tony Wood

**OTHERS PRESENT:** The meeting was called to order at 8:40 am by Paul A. MacDonald, Chairman.

### **CALL TO ORDER:**

### **APPROVAL OF MINUTES:**

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

**Motion** to approve the December 14, 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 Chandler Associates to be received and filed.

Town Manager asked to pay this invoice under the Personnel Board GL account at this time. There is a possibility that The Trust will reimburse the Town. Discussions are ongoing.

**Motion** to approve the invoice from Chandler associates and receive and file invoice was made by Robert Tetreault and seconded by Charlotte Gabrielson. Motion was carried unanimously.

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

### **OLD BUSINESS:**

- 3) Discussion, consideration and action relative to re-advertising the Full Time Children's Librarian position.

This position was previously a part-time position. It has been upgraded to a full-time position and re-advertised. Closing for this position is January 21, 2021. The Board will review applications after that date.

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

The Board invited Beth Ullucci, Library Director, to the next Personnel Board meeting on February 8, 2022, to gather more information on Library salaries and titles in different cities and towns. The scribe will create a separate spreadsheet with only library positions.

5) Discussion, consideration and action relative to FY23 Personal Board Budget.

Members of the Board received a copy of the FY23 Personnel Board Budget that has been submitted electronically for the Budget Board. Robert Tetreault reviewed it and will present it to the Budget Board.

**CORRESPONDENCE:**

**ADDITIONAL NEW BUSINESS:**

**GENERAL DISCUSSION:**

**ADJOURN:**

**Motion** was made by Charlotte Gabrielson to adjourn at 9:27 am, seconded by Robert Tetreault. Motion carried unanimously.

  
Paul A. MacDonald, Chairman

2/8/22  
Date