

## **PERSONNEL BOARD MINUTES**

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, February 8 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 and Tony Wood

**OTHERS PRESENT:** Carol Folan, Admin. Assistant and Beth Ullucci, Library Director

**CALL TO ORDER:** The meeting was called to order at 8:33 am by Paul A. MacDonald, Chairman.

### **APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the Tuesday, January 18, 2022 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the January 18, 2022, 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 Account Clerk test booklets, overlay, answer sheets and stock exam base fee to be received and filed.

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

Invoice and has been received and filed.

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

#### **OLD BUSINESS:**

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

The Personnel Board has offered to help fill this position. The Director informed the Board that the position has been advertised more aggressively this time. There was only one applicant the first time the position was advertised. The previous candidate did not accept the position. The candidate did not feel she could work a full time position.

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

Ms. Ullucci, JMS Library Director discussed the Town's Classification Plan for the towns and cities libraries. Not all libraries have the same positions/titles. Ms. Ullucci updated the Classification Plan to best reflect Classification/Titles with wages for the compared libraries. Mr. Tetreault will review

the Classification Plan with the updated information received and update the Board with his findings.

5) Discussion, consideration and action relative to reviewing a 457 Plan.

The Personnel Board conducted a review of 23 cities and towns to see if they offered a retirement plan and which cities/towns contributed a match to the plan. Out of the 23 reviewed, only 4 contributed to a match. The remaining cities and towns did not offer a match, but a majority did offer a retirement plan.

The Personnel Board supports a 1% match for all employees.

**MOTION** was made for Charlotte Gabrielson and seconded by Robert Tetreault. Motion carried unanimously.

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

Mr. Tetreault present the Personnel Board's budget to the Budget Board. The Budget Board accepted as presented.

**CORRESPONDENCE:**


**ADDITIONAL NEW BUSINESS:**

**GENERAL DISCUSSION:**

**ADJOURN:**

**Motion** was made by Robert Tetreault to adjourn at 9:28 am, seconded by Charlotte Gabrielson. Motion carried unanimously.

  
Paul A. MacDonald, Chairman

  
Date