

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, July 11, 2017, 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

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

OTHERS PRESENT: Jeffrey McCormick, Director Public Works & Engineering Services, Beth Ullucci, Library Director

CALL TO ORDER: The meeting was called to order at 8:35 am by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) **VOTED** to accept the Thursday, June 8, 2017 meeting minutes and dispense with the reading of said minutes.

Motion was made by Robert Tetreault and seconded by Tony Wood. The motion was carried unanimously.

APPROVAL OF INVOICES /EXPENDITURES:

NEW BUSINESS:

OLD BUSINESS:

- 2) Discussion, consideration and action relative to the Assistant Tax Assessor position.

Discussion: Alma Ugialora accepted the position of Assistant Tax Assessor, beginning July 17, 2017.

- 3) Discussion, consideration and action relative to the Mechanic Testing.

Discussion: No Mechanic test will be given until a position is open. There are no openings at this time.

- 4) Discussion, consideration and action relative to the opening of Assistant Director and the current Reference Librarian position at Jesse Smith Library.

Discussion: Post for Assistant Director in-house for seven (7) days starting 07/11/2017. Reference Librarian has been posted in-house and on Burrillville.org website. Upon hiring for positions, acknowledge that the position is "exempt". All applications for Reference Librarian must be received by 07/24/2017. Applications for Librarian positions will go through the process of being reviewed by the Personnel Board, except for part-time employees.

5) Discussion, consideration and action relative to the new hire for Dispatcher.

Discussion: No candidates were selected from the Dispatcher Eligibility List. The Dispatcher was filled with the fill-in Dispatcher who will now resume a full-time position as Dispatcher.

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

Discussion: No status change on the current status of lists. No tests will be given at this time since there are no current job openings.

7) Discussion, consideration and action relative to revising job descriptions.

Discussion: DPW and Library job descriptions had been reviewed. There were no questions or concerns from the Personnel Board. Parks & Recreation/Public Works and Information Systems job descriptions were also reviewed. There have been no description changes. There needs to be further discussion on when and why there is no Assistant Beach Manager job description.

CORRESPONDENCE:

ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

It was asked by the Clerk if the Personnel Board meeting could move to a different day to have Cheryl Hebert join the meetings to assist in preparing minutes and agendas. After discussion, there were no other available days of the week that the Board could convene.

Personnel Board Meeting on August 8, 2017 is rescheduled to August 11, 2017 at 8:30 am.

ADJOURN: Motion was made by Charlotte Gabrielson to adjourn at 9:50 am, seconded by Robert Tetreault. The motion was carried unanimously.

Paul A. MacDonald, Chairman

Date