

PERSONNEL BOARD MINUTES

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Wednesday, September 14 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: 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 August 9, 2022 meeting minutes and dispense with the reading of said minutes.

Motion to approve the August 29, 2022, meeting minutes was made by Robert Tetreault, seconded by Charlotte Gabrielson. Motion carried unanimously.

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Receive and file invoice from the Bargain Buyer for the Driver/Laborer/Operator ad.

Voted to receive and file the Bargain Buyer ad for the DLO position in the amount of \$176 – Motion by Chairman MacDonald. Seconded by Charlotte Gabrielson

- 3) Receive and file invoice from NRI Now, LLS for the Driver/Laborer/Operator ad for large ad run for two weeks.

Voted to receive and file the NRI Now ad for DLO for two weeks in the amount of \$50 – Motion by Chairman MacDonald. Seconded by Robert Tetreault.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 4) Discussion, consideration and action relative to the Reference Librarian position and job description.

Of the six applications that were submitted to the Town for the Reference Librarian, five qualified applicants were submitted to Beth Ullucci, Library Director, for review. Applicant chosen for hire was Hannah Sullivan and approved by Town Manager, Wood.

OLD BUSINESS:

- 5) Discussion, consideration and action relative to the Director of Public Works & Engineering Services.

Advertised in:

- Bargain Buyer – both editions – full page
- Town Hall bulletin boards
- In Deed
- NRI Now

- DLT
- NRI Chamber of Commerce
- Web
- RIPWA

Deadline to receive applications - September 22, 2022 (noon).

6) Discussion, consideration and action relative to PoliceApp testing.

As of August 4, 2022, there were 33 applicants that applied with PoliceApp. Letters were sent to all applicants informing them that the Agility and Testing would take place on August 13, 2022 at 7:00 am. Administered by Fit2Serve on August 1, 2022.

The Written Exam took place at 10:30 am at the NE Institute of Technology, 1 New England Tech Boulevard, East Greenwich, RI

The test utilized was the IPMA PO-EL 201-NC test which included a TIP (Test Information Packet). Their passing score is valid for two years.

7) Discussion, consideration and action relative to Driver/Laborer/Operator testing.

All applicants were emailed to notify them of the testing date/time on Monday, September 12, 2022 and called day of testing. Testing for DLO to follow adjournment of Personnel Board Meeting.

CORRESPONDENCE:

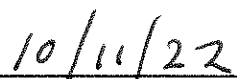
ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

ADJOURN:

Motion was made by Charlotte Gabrielson to adjourn at 5:36 pm, seconded by Robert Tetreault. Motion carried unanimously.


Paul A. MacDonald, Chairman


Date