

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, August 15, 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: Colonel Stephen Lynch

CALL TO ORDER: The meeting was called to order at 8:36 am by Paul A. MacDonald, Chairman

APPROVAL OF MINUTES:

- 1) **VOTED** to accept the Tuesday, July 11, 2017 meeting minutes and dispense with the reading of said minutes.

Motion was made by Robert Tetreault and seconded by Charlotte Gabrielson. The motion was carried unanimously.

OLD BUSINESS:

- 2) Discussion, consideration and action relative to Promotional Testing for police.

Colonel Lynch was satisfied with the results from testing with Dean McKenna. The questions were geared towards RI State laws. Testing process will continue to go through Dean McKenna.

- 3) Discussion, consideration and action relative to the Reference Librarian position at Jesse M. Smith Memorial Library.

The Reference Librarian position has been filled by Richard Tavares.

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

The Assistant Director position has been filled by Lori DeCesare who was formally the Reference Librarian at the Jesse M. Smith Memorial Library.

- 5) Discussion, consideration and action relative to the current status of lists and Financial Aide testing.

Discussion of the Financial Aide and Administrative Aide Status of Lists determined that there is a need for testing. The Board decided to cancel the regular scheduled Personnel Board Meeting on November 14, 2017 and hold the testing on Tuesday, November 28, 2017 at the Wallace F. Lees Complex, Municipal Court Room. The Personnel Board will meet at 6:00 pm and testing will begin at 6:30 pm – 8:30 pm.

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

The following job descriptions were reviewed and updates were accepted by the Personnel Board:

- Deputy Town Clerk – no changes
- Administrative Aide – no changes
- Town Clerk – grammatical changes
- Animal Control Officer, Full-Time
- Deputy Animal Control Officer, Full-Time
- Assistant Animal Control Officer, Part-Time
- BEC Director
- BEC Assistant Director
- BEC Office Manager
- Callahan Coordinator (DELETE)
- Steere Farm Coordinator (DELETE)

A spreadsheet will be created in Excel to track all job descriptions as they are reviewed.

7) Discussion, consideration and action relative to Assistant Beach Manager job description.

The Assistant Beach Manager position has not been eliminated. It is currently vacant since there is no need at this time to fill the position.

ADJOURN: Motion was made by Robert Tetreault to adjourn at 9:35 a.m., seconded by Charlotte Gabrielson. The motion was carried unanimously to adjourn.

Paul A. MacDonald, Chairman

Date