

## **PERSONNEL BOARD MINUTES**

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, January 10, 2023, at 5:00 PM, Municipal Court Room, 1477 Victory Hwy., Burrillville, RI 02830.

**MEMBERS PRESENT:** Paul A. MacDonald, Chairman, Robert Tetreault and Tony Wood

**EXCUSED:** Charlotte Gabrielson

**OTHERS PRESENT:** Michael C. Wood, Town Manager, Carol Folan, Administrative Aid

**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 December 13, 2022 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the December 13, 2022, meeting minutes was made by Robert Tetreault, seconded by Tony Wood. Motion carried unanimously.

### **APPROVAL OF INVOICES /EXPENDITURES:**

- 2) Discussion, consideration and action relative to the invoice from CPS HR Consulting for the Administrative Aide testing material for exam date of December 13, 2022 to be received and filed.

**Motion** was made by Robert Tetreault and seconded by Tony Wood to receive and file invoice from CPS HR. Motion carried unanimously.

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

- 3) Discussion, consideration and action relative to the draft Hiring List Procedures.

It was noted that three (3) people on the list would validate an Eligibility List.

Motion was made by Robert Tetreault and seconded by Tony Wood to approve the Hiring List Procedures' memo. Motion carried unanimously.

- 4) Discussion, consideration and action relative to the updated job description for Recreation/Senior Services Coordinator.

**Motion** by Robert Tetreault and seconded by Tony Wood to approve Recreation Director and Senior Services Coordinator job description with additional future modifications. Motion carried unanimously.

- 5) Discussion, consideration and action relative to updating the Classification Plan.

With the update of the Recreation Director and Senior Services Coordinator job description, it will be recommended to reclassify this position on the Classification Plan to the next higher base wage.

- 6) Discussion, consideration and action relative to creating a template for job descriptions.

This agenda item was tabled to the next Personnel Board meeting.

**OLD BUSINESS:**

- 7) Discussion, consideration and action relative to the Personnel Board FY24 Budget.

FY24 Personnel Board Budget has been submitted to the Budget Board.

**CORRESPONDENCE:**

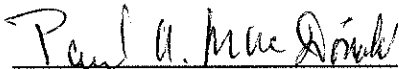
**ADDITIONAL NEW BUSINESS:**

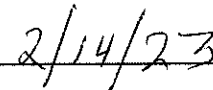
**GENERAL DISCUSSION:**

- 8) Discussion, consideration and action relative to the Dispatcher testing.

All Dispatcher Testing materials were received and accounted for.

**Motion** was made by Chairman MacDonald to adjourn at 5:51 pm, seconded by Robert Tetreault.  
Motion carried unanimously.

  
Paul A. MacDonald, Chairman

  
Date