

PERSONNEL BOARD MINUTES

MEETING MINUTES of the Personnel Board of the Town of Burrillville held on Tuesday, February 14, 2023, 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

EXCUSED: Tony Wood

OTHERS PRESENT: Michael C. Wood, Town Manager; Jeff McCormick, Director of Public Works & Engineering Services; Ray Goff, Director of Planning; and Carol Folan, Administrative Aide

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

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the January 10, 2022 meeting minutes and dispense with the reading of said minutes.

MOTION to approval the January 10, 2023, 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 Dispatcher testing material for exam date of January 10, 2022 to be received and filed.

MOTION was made by Charlotte Gabrielson and seconded by Robert Tetreault 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 Building Official recruitment, or take any other action thereon.

It was noted that the job description and ad would need further revisions. Revisions be sent to Jeff McCormick, Director of Public Works & Engineering Services and Ray Goff, Director of Planning for review/approval.

- 4) Discussion, consideration and action relative to the proposal of ideas for the restructure of the Annex offices (Planning/Zoning), or take any other action thereon.

TABLED at the request of Michael C. Wood, Town Manager

OLD BUSINESS:

- 5) Discussion, consideration and action relative to the update of the Classification Plan for the Recreation Director and Senior Services Coordinator, or take any other action thereon.

MOTION was made by Charlotte Gabrielson, seconded by Robert Tetreault to approve update of the Classification plan. Motion carried unanimously.

It was noted the job title needs to be changed on Classification Plan from "Director of Recreation and Recycling Coordinator" to "Director of Recreation and Senior Services Coordinator"

- 6) Discussion, consideration and action relative to the updated job description for Recreation Director and Senior Services Coordinator, or take any other action thereon.

MOTION by Robert Tetreault, seconded by Charlotte Gabrielson to approve updated job description. Motion carried unanimously.

- 7) Discussion, consideration and action relative to the Personnel Board FY24 Budget, or take any other action thereon.

MOTION to approve the Personnel Board FY24 Budget by Robert Tetreault, seconded by Charlotte Gabrielson. Motion carried unanimously.

- 8) Discussion, consideration and action relative to creating a template for job descriptions, or take any other action thereon.


MOTION was by Charlotte Gabrielson, seconded by Robert Tetreault to move to next Personnel Board Meeting when Robert Tetreault will provide a few sample templates. Motion carried unanimously.

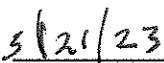
CORRESPONDENCE: None

ADDITIONAL NEW BUSINESS: None

GENERAL DISCUSSION: None

ADJOURN: Motion was made by Chairman MacDonald to adjourn at 10:45 am, seconded by Robert Tetreault. Motion carried unanimously.


Paul A. MacDonald, Chairman


Date