

## **PERSONNEL BOARD MINUTES**

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, March 21, 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 and Tony Wood

**OTHERS PRESENT:**

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

### **APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the February 14, 2023 meeting minutes and dispense with the reading of said minutes.
  - a. **MOTION** to approval the February 14, 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.
  - a. **MOTION** to receive and file was made by Charlotte Gabrielson, seconded by Robert Tetreault. Motion carried unanimously.

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

- 3) Discussion, consideration and action relative to the process of testing for the Eligibility Lists.

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

- 4) Discussion, consideration and action relative to the applications for the Building/Zoning Department.

Applications for the Building/Zoning Department position were reviewed. Four (4) applicants were chosen to present to the Town Manager.

### **OLD BUSINESS:**

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

The Building/Zoning Department job description is a good example to use for templates of job descriptions moving forward. The Personnel Board would like to start reviewing current job descriptions, approximately five (5) at each meeting moving forward.

### **CORRESPONDENCE:**

**ADDITIONAL NEW BUSINESS:**

**GENERAL DISCUSSION:**

**ADJOURN:** Motion was made by Chairman MacDonald to adjourn at 9:42 am, seconded by Robert Tetreault. Motion carried unanimously.

Paul A. MacDonald  
Paul A. MacDonald, Chairman

4/11/23  
Date