

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville, Tuesday, October 18, 2016 at 8:30 a.m. Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

**MEMBERS PRESENT:** Paul MacDonald, Robert Tetreault, Tony Wood

**OTHERS PRESENT:** Jeff McCormick, Director of Public Works

**CALL TO ORDER:** The meeting was called to order at 8:30 a.m. by Chairman Paul MacDonald

**APPROVAL OF MINUTES:**

- 1) **VOTED** to accept the September 13, 2016 meeting minutes and dispense with the reading of said minutes.

**Motion** was made by Robert Tetreault, seconded by Tony Wood. The motion carried unanimously.

**APPROVAL OF INVOICES / EXPENDITURES:**

- 2) **VOTED** to make payment to The Bargain Buyer for advertisement of the Assistant Animal Control Officer for \$71.00.

**Motion** was made by Robert Tetreault, seconded by Tony Wood. The motion carried unanimously.

**CITIZEN COMMENT:**

**NEW BUSINESS:**

- 3) Discussion, consideration and action on updating Testing Schedule and Candidate Count for Driver/Laborer/Operator.

**Discussion:** Testing schedule needs to be in writing and clear to all applicants at beginning of process, including whether or not the candidates will stay on the list once a new list has been established.

- 4) Discussion, consideration and action on Status List for Driver/Laborer/Operator.

**Discussion:** Update lists as needed, with all eligible applicants on top.

- 5) Discussion, consideration and action on status of exam for Driver/Laborer/Operator.

**Discussion:** Move forward with the advertisement for applications for testing on Tuesday, November 15, 2016 at 7:00 p.m.

**OLD BUSINESS considered and acted on:**

- 6) Discussion, consideration and action relative to letters mailed out to candidates not accepted for the Assistant Tax Assessor's position.

**Discussion:** We need not show that letters were mailed; will assume that all has been taken care of through the Town Manager's office.

**CORRESPONDENCE considered and acted on:** None

7) None

**ADDITIONAL NEW BUSINESS:** None

**GENERAL DISCUSSION:**

9) Review and discuss items proposed for future agendas.

**ADJOURN:** Voted to adjourn at 10:50 a.m. **Motion** made by Paul MacDonald, seconded by Robert Tetreault. The motion carried.

---

Paul MacDonald, Chairman

---

Date