

## PERSONNEL BOARD MINUTES

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, April 11, 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 8:32 am by Paul A. MacDonald, Chairman

### APPROVAL OF MINUTES:

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

### APPROVAL OF INVOICES /EXPENDITURES:

- 2) Discussion, consideration and action relative to the invoice from The Bargain Buyer for the Building/Zoning ad to be received and filed.
  - a) **MOTION** was made by Charlotte Gabrielson and seconded by Robert Tetreault to receive and file the invoice from the Bargain Buyer for the Building/Zoning ad.

### NEW BUSINESS CONSIDERED AND ACTED ON:

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

It was noted the difference of how many candidates sign up for the test vs how many show up to actually take the test. Moving forward the Board would like to start reviewing job descriptions. The process will be to have Supervisors review them first and then the Personnel Board will review them.


### OLD BUSINESS:

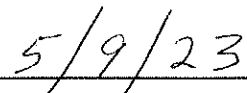
### CORRESPONDENCE:

### ADDITIONAL NEW BUSINESS:

### GENERAL DISCUSSION:

**ADJOURN:** Motion was made by Robert Tetreault to adjourn at 9:07 am, seconded by Charlotte Gabrielson. Motion carried unanimously.

  
Paul A. MacDonald, Chairman

  
Date