

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, November 28, 2017, 6:00 pm, Wallace F. Lees Complex, 1477 Victory Highway, Burrillville, RI 02830

MEMBERS PRESENT: Robert Tetreault, Tony Wood

MEMBERS EXCUSED: Paul A. MacDonald, Chairman, Charlotte Gabrielson

CALL TO ORDER: The meeting was called to order at 5:15 pm by Robert Tetreault.

APPROVAL OF MINUTES:

- 1) **VOTED** to accept the Tuesday, October 10, 2017, meeting minutes and dispense with the reading of said minutes.

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

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Discussion, consideration and action relative to the September Bargain Buyer invoice for the Financial Aide Test, Mechanic and Driver seasonal opening ad at DPW.

Moving forward with ads in the Bargain Buyer, it is more cost-effective to run ¼ page ads vs. ½ page ads. Add the Burrillville logo to ads and bold and underline titles.

Motion was made by Robert Tetreault and seconded by Tony Wood to pay the Bargain Buyer ads for the Financial Aide Test, Mechanic and Driver seasonal opening ad at DWP. The motion was carried unanimously.

- 3) Discussion, consideration and action relative to CPS HR invoice for Entry Level Law Enforcement Invoice.

Discussion of the CPS HR invoice needs further discussion. Will be placed on the January agenda.

Motion was made by Robert Tetreault and seconded by Tony Wood to pay CPS HR invoice for Entry Level Law Enforcement. The motion was carried unanimously.

OLD BUSINESS:

- 4) Discussion, consideration and action relative to the Financial Aide testing being conducted at the Wallace F. Lees Complex on November 28, 2017 at 6:30 pm.

There were fourteen applicants who took the Financial Aide test. Tony Wood was the Proctor of the test.

ADJOURN: Motion was made by Robert Tetreault to adjourn at 5:50 pm, seconded by Tony Wood. The motion was carried unanimously to adjourn.

Paul A. MacDonald, Chairman

Date