

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Monday, December 11, 2017, 5:00 pm, Wallace F. Lees Complex, 1477 Victory Highway, Burrillville, RI 02830

MEMBERS PRESENT: Paul A. MacDonald, Chairman, Robert Tetreault, Tony Wood, Charlotte Gabrielson

OTHERS PRESENT:

CALL TO ORDER: The meeting was called to order at 5:00 pm by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) **VOTED** to accept the Tuesday, November 28, 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: None.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 2) Discussion, consideration and action relative to Library III position at the Jesse M. Smith Library.

Library III position will become available due to an employee retiring on January 4, 2018. Library III is a Classified position, working 35 hours/week. It was determined that the position for Library III could be filled with the current Library II staff member who is qualified for the position. There is no other staff member qualified for the position. Will need to post for Library II position once the position is available.

OLD BUSINESS:

- 3) Discussion, consideration and action relative to IPMA Test Security Agreements update signature by Personnel Board, Chairman.

Paul A. MacDonald, Chairman signed IPMA Test Security Agreements to update IPMA files for members of the Personnel Board and clerk to review future testing materials.

- 4) Discussion, consideration and action relative to the Administrative Aide Test to be given on Monday, December 11, 2017 at 6:00 pm in the Wallace F. Lees Complex, Municipal Court Room.

Tony Wood was designated proctor for the Administrative Aide Test. Tests were opened and reviewed only prior to candidates arriving.

ADJOURN: Motion was made by Robert Tetreault to adjourn at 5:40 pm, seconded by Charlotte Gabrielson. The motion was carried unanimously to adjourn.

Paul A. MacDonald, Chairman

Date