

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, March 20, 2018, 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

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

MEMBER EXCUSED: Tony Wood

OTHERS PRESENT:

CALL TO ORDER: The meeting was called to order at 8:50 am by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) **VOTED** to accept the Tuesday, February 13, 2018 and the Monday, March 5, 2018, meeting minutes and dispense with the reading of said minutes.

Motion was made by Robert Tetreault and seconded by Charlotte Gabrielson. The motion was carried unanimously.

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Discussion, consideration and action relative to the deposit of the test credit refund for returned unopened administrative test booklets.

Test Credit refund from IPMA in the amount of \$63 for unopened returned test booklets for the Administrative test given on December 11, 2017 was deposited in the Supplies GL account.

- 3) Discussion, consideration and action relative to financial reports.

Reviewed the Detailed Trial Balance Report produced from Munis. Discussed tracking of expenses in an Excel Spreadsheet to monitor Personnel Board expenses. The Personnel Board FY2019 has been submitted to the Budget Board. A Budget Template has been created. This template will be used going forward for FY budgets.

NEW BUSINESS CONSIDERED AND ACTED ON: None.

OLD BUSINESS:

- 4) Discussion, consideration and action relative to review and discussion of the Classification Plan.

The Comparison Classification Plan of the Norther RI Cities/Towns has been submitted to Michael C. Wood for review. They were based on the following seven cities/towns: Cumberland, Lincoln, Smithfield, N. Smithfield, Glocester, Scituate, and Johnston. Selection of cities/towns were chosen based on population (10,000-30,000). Mr. Wood will review the comparison and reach out to the Personnel Board if further input is needed.

CORRESPONDENCE: None.

ADDITIONAL NEW BUSINESS: None.

GENERAL DISCUSSION:

Discussion took place on the time-frame of the establishment of the Personnel Board. Members were questioning the year the Board was established.

ADJOURN: Motion was made by Robert Tetreault to adjourn at 9:45 am, seconded by Charlotte Gabrielson.

Paul A. MacDonald, Chairman

Date