

MEETING MINUTES of the Personnel Board of the Town of Burrillville to be Tuesday, January 14, 2020, at 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

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

Charlotte Gabrielson arrived at 8:54 am

OTHERS PRESENT: Rose Doughty, Treasurer

CALL TO ORDER: The meeting was called to order at 8:46 am by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the Tuesday, December 17, 2019, meeting minutes and dispense with the reading of said minutes.

Motion to approve the December 17, 2019, meeting minutes was made by Charlotte Gabrielson, seconded by Robert Tetreault. The vote was unanimous.

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Discussion, consideration and action relative to the invoice from the Bargain Buyer for ads for Police Dispatcher Eligibility List and Financial Aide opening.

Motion to approve the corrected amount of the Bargain Buyer Ad amount on the invoice was made by Robert Tetreault and seconded by Charlotte Gabrielson.

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

Discussion was referred to the FYE2020 Budget.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 4) Discussion, consideration and action relative to Treasurer.

Rose Doughty, Treasurer, informed the Personnel Board that she will be retiring July 2021. There is money in the Town Restricted Budget to hire a full-time employee to shadow Ms. Doughty as of April 1, 2020 (goal date). This position is versed in grants, tax collections, payroll, related general ledger system, tax rate, etc.. This is a classified position that will needs to be advertised. The Personnel Board wants to review the Treasurer's job description on January 28, 2020 at 8:30 am in Council Chambers to review the qualifications, starting salary and where to advertise.

OLD BUSINESS:

- 5) Discussion, consideration and action relative to the status of lists.

It was noted that testing is now every two years vs three years for union testing for outside candidates. Employees already on the list will remain active on the list for five years. Outside candidates will have to retest every two years.

6) Discussion, consideration and action relative to Financial Aide testing.

Due to lack of applicants for the Financial Aide testing on January 7, 2020, it has been rescheduled to May 12, 2020 at 6:00 at the Municipal Court Room.

7) Discussion, consideration and action relative to Dispatcher testing.

Dispatcher test was given on December 12, 2019 and the Eligibility List is current. Letter to James Larivee, President of Council 94 has been sent informing him of testing.

8) Discussion, consideration and action relative to Deputy Town Clerk testing.

Test for Deputy Town Clerk test was created in-house. One person has signed up to take the test in-house. The Personnel Board will review the test on January 28, 2020 and set date/time to administer the test.

9) Discussion, consideration and action relative to FYE2020 Budget.

Budget has been submitted to be reviewed by the Budget Board. The budget has been uploaded in Munis.

10) Discussion, consideration and action relative to Probationary Officer testing.

60 test booklets have been ordered and received from IPMA. Testing is scheduled for February 5, 2020 at the Burrillville High School Cafeteria. Agility testing is scheduled for February 1, 2020 at RIC, noon.

CORRESPONDENCE:

ADDITIONAL NEW BUSINESS:

11) Discussion, consideration and action relative to HR Law 2020 Seminar.

Tabled to next meeting.

GENERAL DISCUSSION:

Paul A. MacDonald had to leave the meeting at 9:40 am with request meeting to resume.

ADJOURN: Motion was made by Tony Wood to adjourn at 9:49 am, seconded by Charlotte Gabrielson.

Paul A. MacDonald
Paul A. MacDonald, Chairman

1/28/2020
Date