

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville held Wednesday August 19, 2020, at 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

*This meeting was held in accordance with the provisions of the Governor's Executive Orders 20-46 and 20-63. Members of the Personnel Board participated in person. Members of the public were invited to listen and/or participate in the meeting, as required, by the means listed below.*

**Zoom webinar**

<https://zoom.us/j/92667433087?pwd=QWx1NGIwVG04MTEvLzhWTS81c1p5Zz09>

**Passcode: 055068**

**Telephone:**

Toll Free: 833 548 0282 or 877 853 5247 or 888 788 0099 or 833 548 0276

Webinar ID: 926 6743 3087

**Passcode: 055068**

**MEMBERS PRESENT:** Paul MacDonald, Chairman, Charlotte Gabrielson, Tony Woods  
Robert Tetreault arrived at 8:55 pm

**OTHERS PRESENT:** Rose Doughty, Acting Finance Director (Zoom participant), Carol Folan (Zoom Participant)

**CALL TO ORDER:** The meeting was called to order at 8:38 am by Paul A. MacDonald, Chairman.

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the Tuesday, July 14, 2020, meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the Tuesday, July 14, 2020, meeting minutes was made by Charlotte Gabrielson, seconded by Tony Wood. The vote was unanimous.

**APPROVAL OF INVOICES /EXPENDITURES:** None.

**NEW BUSINESS CONSIDERED AND ACTED ON:** None.

**OLD BUSINESS:**

- 2) Discussion, consideration and action relative to the position of Finance Director.

The Personnel Board made a decision to discuss this agenda item as a last topic.

**Motion** was made to close the Personnel Board Meeting to the public at 8:50 am by Charlotte Gabrielson and seconded by Tony Wood. The vote was unanimous.

The Personnel Board reviewed 39 applications for the Finance Director. They selected five to be reviewed by the Town Manager for the next steps in the process of hire.

3) Discussion, consideration and action relative to Treasurer's position.

Meghan Rabitaille began full-time, Executive Assistant-Finance Department as of July 27, 2020. Due to COVID-19 and budget restrictions, position title change to Treasurer will be determined at a later date.

4) Discussion, consideration and action relative to the Financial Aide and Administrative Aide Eligibility testing.

There is a \$20 materials fee for applicants who apply to take either the Financial or the Administrative Aide Eligibility testing. Rose Doughty noted that this started several years back to help recoup money due to expenses incurred for testing.

**Motion** was made by Charlotte Gabrielson and seconded by Tony Wood to table this discussion. The Personnel Board will discuss at the next Personnel Board meeting.

**CORRESPONDENCE:**

**ADDITIONAL NEW BUSINESS:**

**GENERAL DISCUSSION:**

**ADJOURN:**

Motion was made by Charlotte Gabrielson to adjourn at 10:50 am, seconded by Tony Woods.

Paul A. MacDonald  
Paul A. MacDonald, Chairman

9/10/2020  
Date