

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, September 12, 2017, 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

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

OTHERS PRESENT:

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

APPROVAL OF MINUTES:

- 1) **VOTED** to accept the Tuesday, August 15, 2017 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.

OLD BUSINESS:

- 2) Discussion, consideration and action relative to the current status of lists and Financial Aide and Administrative Aide testing.

The Administrative Aide testing has been scheduled for October 11, 2017 in the Municipal Court Room from 6:30 pm – 8:30 pm. The Personnel Board will meet at 6:00 pm prior to testing.

The Financial Aide testing has been scheduled for November 28, 2017 in the Municipal Court Room from 6:30 pm – 8:30 pm. The Personnel Board will meet at 6:00 pm prior to testing.

- 3) Discussion, consideration and action relative to revising job descriptions.

Further discussion is needed on job descriptions for clarification of updates and uniformity of naming conventions when advertising for positions and Classification Plan.

- 4) Discussion, consideration and action relative to Probationary Police Testing.

Contract and Certificate of Insurance has been sent back to Rhode Island College to secure the Recreation Center Field House and Pool for the Physical Agility Testing on Saturday, October 14, 2017.

ADJOURN: Motion was made by Robert Tetreault to adjourn at 9:09 a.m., seconded by Charlotte Gabrielson. The motion was carried unanimously to adjourn.

Paul A. MacDonald, Chairman

Date