

PERSONNEL BOARD MINUTES

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, October 10, 2023, at 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

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

OTHERS PRESENT:

CALL TO ORDER: The meeting was called to order at 8:45 am Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the September 12, 2023 meeting minutes and dispense with the reading of said minutes.
 - a. **MOTION** to approve the September 12, 2023, meeting minutes was made by Robert Tetreault, seconded by Charlotte Gabrielson. Motion carried unanimously.

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Discussion, consideration and action relative to the invoice from The Bargain Buyer for Financial Aide Eligibility Testing to be received and filed.
 - a. **MOTION** to receive and file the invoice from the Bargain Buyer for the Financial Aide ad was made by Robert Tetreault, seconded by Tony Wood. Motion carried unanimously.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 3) Discussion, consideration and action relative to approval of the 2024 Personnel Board Schedule of Meetings.
 - b. **MOTION** to approve the 2024 Personnel Board Schedule of Meetings was made by Robert Tetreault, seconded by Charlotte Gabrielson. Motion carried unanimously.

OLD BUSINESS:

- 4) Discussion, consideration and action relative to Financial Aide Testing to update the Eligibility List.

As of this date, there is only one applicant that has applied for the Financial Aide Testing. Closing date to apply is October 26, 2023 – Noon. If more applicants do not apply for the testing, the testing will be cancelled and rescheduled at a later date once the Personnel Board has time to review the process.

- 5) Discussion, consideration and action relative to adding a Building Inspector I and II and Base Wage to the Classification Plan.

The Board reviewed the Building Inspector I and II job description with track changes. No changes were added by the Board.

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- c. **MOTION** to approve job description of Building Inspector I and II and add to the Classification Plan was made by Robert Tetreault, seconded by Charlotte Gabrielson. Motion carried unanimously.

CORRESPONDENCE:

ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

ADJOURN: Motion was made by Charlotte Gabrielson to adjourn at 9:32 am, seconded by Robert Tetreault. Motion carried unanimously.

Paul A. MacDonald
Paul A. MacDonald, Chairman

11/14/23
Date