

MINUTES of the Personnel Board of the Town of Burrillville held Wednesday, June 4, 2014 scheduled for 8:30 a.m. in the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Paul MacDonald, Charlotte Gabrielson and Robert Tetreault

MEMBERS ABSENT: None

OTHERS PRESENT: Town Manager, Michael C. Wood; Beth Ulucci; Margaret Dudley and Barbara Schouboe

CALL TO ORDER: The meeting was called to order at 8:45 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the May 13, 2014 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the May 13, 2014 meeting was made by Robert Tetreault and seconded by Charlotte Gabrielson. The vote was unanimous.

APPROVAL OF INVOICES / EXPENDITURES: None

OLD BUSINESS:

- 2) Review and discuss the custodial position at the Jesse Smith Library relative to the Classification Plan with Town Manager, Michael C. Wood.

Town Manager, Michael C. Wood spoke to the Board regarding normal process of reclassifying. Mr. Wood cannot move forward with the recommendation for such a large pay increase with no real increase in responsibilities added to job description. He recommended a compromise in pay rate and suggested a better fitting title of "Building and Grounds Supervisor" for the position as well as a request for a new position description reflecting the added responsibilities. Two members of the Library Board, Margaret Dudley and Barbara Schouboe spoke in favor of supporting the compromise.

Motion was made by Charlotte Gabrielson to make the maximum budget for the position to be \$38,850 to fit into an existing category in the Classification Plan and for a new job description to be written to reflect the Manager's suggested changes, including a position title of "Building and Grounds Supervisor", seconded by Robert Tetreault. The vote was unanimous.

- 3) Discussion, consideration and action relative to the Status of Lists.

Motion to receive and file made by Charlotte Gabrielson and seconded by Robert Tetreault. The vote was unanimous.

NEW BUSINESS: None

GENERAL DISCUSSION:

- 4) Review and discuss items proposed for future agendas.

Charlotte Gabrielson expressed her gratitude for moving the June meeting to accommodate her upcoming vacation.

REQUEST FOR EXECUTIVE SESSION: None

ADJOURN:

Motion was made to adjourn the meeting at 9:43 a.m. by Charlotte Gabrielson and seconded by Robert Tetreault. The vote was unanimous.

Chairman, Paul MacDonald

Date

The Town of Burrillville will provide accommodations needed to ensure equal participation. Please contact the Burrillville Town Clerk at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it. A request for this service can be made in writing or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY).