

**MINUTES** of the Personnel Board of the Town of Burrillville held Monday, December 1, 2014 scheduled for 8:30 a.m. in the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

**MEMBERS PRESENT:** Paul MacDonald, Charlotte Gabrielson, Robert Tetreault, and Tony Wood

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Town Manager, Michael C. Wood

**CALL TO ORDER:** The meeting was called to order at 8:42 a.m.

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the approval of the November 5, 2014 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the minutes of the November 5, 2014 meeting was made by Robert Tatreault and seconded by Charlotte Gabrielson. The vote was unanimous.

**APPROVAL OF INVOICES / EXPENDITURES:**

- 2) Discussion, consideration and action relative to the approval of the CPS Agency invoice for materials used at the Financial Aide testing held on November 17, 2014 in the amount of \$442.75.

**Motion** to approve the CPS Agency invoice for \$442.75 was made by Robert Tatreault and seconded by Charlotte Gabrielson. The vote was unanimous.

**CITIZEN COMMENT:** None

**NEW BUSINESS:**

- 3) Discussion, consideration and action relative to the Classification Plan in regards to updating some of the wording.

Discussion regarding Classification Plan, Cost of Living Adjustment (COLA), longevity, Library practices, etc. Town Manager joined this discussion at 9:15 a.m.

During the conclusion of the discussion Chairman MacDonald dictated a memo to the Executive Assistant from the Personnel Board to the Town Manager suggesting that we update the wording on the Classification Plan from "Base Wage" to "Maximum Wage". Also to be included in the memo is, "...after a lengthy discussion amongst the Personnel Board it has been decided that all Town personnel including the Library personnel are to be kept within the Classification Plan."

- 4) Discussion, consideration and action relative to the testing materials fee issued for eligibility list testing for Council 94 positions.

After some discussion, the Personnel Board decided to continue to look at this issue during upcoming hiring cycles. The Personnel Board has determined that many factors contribute to our turnout in addition to the fees; including the length of time the advertisement runs and the position itself.

At 10:07 a.m. Tony Wood apologized and excused himself from the meeting.

**OLD BUSINESS:**

- 5) Discussion of the cost of living increase in regards to the Library personnel.

Discussion regarding COLA is a percentage not an across the board dollar amount. If giving an across the board dollar amount raise, it should be referred to as an increase.

- 6) Review and discuss Status of Lists.

Financial Aide list updated to two (2) eligible candidates.

- 7) Discussion of the Financial Aide testing that took place on November 17, 2014.

Out of the eleven (11) people who took the test only four (4) qualified, two (2) of which are already Town employees in other positions. The end result is we have two (2) eligible candidates outside of Town employment.

- 8) Discussion of Administrative Aide advertising and testing scheduled for December 9, 2014.

Testing to take place at 6:30 p.m., location is still to be determined. A meeting is to take place prior to the test at 5:30 p.m. Chairman MacDonald asked the Executive Assistant to post the meeting accordingly.

**CORRESPONDENCE:**

- 9) Discussion on the emailed correspondence from the Rhode Island Department of Labor and Training.

Received and filed.

**GENERAL DISCUSSION:**

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

Next meeting to be held on Tuesday, December 9, 2014 at 5:30 p.m. prior to the Administrative Aide eligibility list testing, which is to immediately follow at 6:30 p.m., location is still to be determined.

**ADJOURN:**

**Motion** was made to adjourn the meeting at 10:17 a.m. by Robert Tetreault and seconded by Charlotte Gabrielson. The vote was unanimous.

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Chairman, Paul MacDonald

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Date

