

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, December 9, 2014 scheduled at 5:30 p.m. at the Burrillville Middle School Media Center, 2220 Broncos Highway, Harrisville, RI.

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

MEMBERS ABSENT: Charlotte Gabrielson

OTHERS PRESENT: None

CALL TO ORDER: The meeting was called to order at 5:50 p.m.

APPROVAL OF MINUTES:

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

Motion to approve the minutes of the December 1, 2014 meeting was made by Robert Tetreault and seconded by Tony Wood. The vote was unanimous.

APPROVAL OF INVOICES / EXPENDITURES:

- 2) Discussion, consideration and action relative to the approval of the Bargain Buyer invoice for the Administrative Aide advertisement in the amount of \$110.00.

Motion to approve the Bargain Buyer invoice for \$110.00 was made by Robert Tetreault and seconded by Tony Wood. The vote was unanimous.

CITIZEN COMMENT: None

NEW BUSINESS:

- 3) Discussion, consideration and action relative to the letter from the Chairman of the Library Board of Trustees regarding the upcoming retirement of the Library Director.

The Personnel Board will request that the Library Board of Trustees provide an updated job description for the position of Library Director and asks that they attach an outline of differences showing how the position has changed. The Personnel Board will research OLIS salaries for comparison.

The Personnel Board needs an official letter of resignation before any advertisement for the position.

The Personnel Board asks that the Board of Trustees provides clarification on why they feel some positions are underpaid and that job description be provided when this issue is taken up again in the future.

Adding positions to the Classification Plan will happen a new position is approved and a job description is established.

OLD BUSINESS:

- 4) Review and discuss Status of Lists.

Received and filed.

- 5) Discussion of Administrative Aide advertising and testing scheduled for December 9, 2014 at 6:30 p.m.

There was a total of 27 applicants, 26 have paid the testing materials fee. Testing will begin shortly at approximately 6:30 p.m.

CORRESPONDENCE:

- 6) Annual Schedule of Meetings for 2015.

Personnel Board meeting schedule will continue to be held on the second Tuesday of every month at 8:30 a.m. in the Town Hall, 105 Harrisville Main Street, Harrisville, R.I.

GENERAL DISCUSSION:

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

Chairman MacDonald asked that a copy of the Personnel Board memo dated December 3, 2014 be provided to the Library Board of Trustees.

Next meeting is scheduled for Tuesday, January 13, 2015.

ADJOURN:

Motion was made to adjourn the meeting at 6:30 p.m. by Tony Wood 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).