

**MINUTES** of the Personnel Board of the Town of Burrillville to be held Tuesday, May 10, 2016 at 8:30 a.m. at the Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

**MEMBERS PRESENT:** Paul MacDonald, Robert Tetreault, Tony Wood

**MEMBERS ABSENT:** Charlotte Gabrielson

**OTHERS PRESENT:** None

**CALL TO ORDER:** The meeting was called to order at 8:51 a.m.

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the March 22, 2016 meeting minutes and dispense with the reading of said minutes.  
    **\*Continue at next meeting**

**APPROVAL OF INVOICES / EXPENDITURES:**

- 2) Discussion, consideration and action relative to approving the invoice from The Call for advertisement of Finance Director.
- 3) Discussion, consideration and action relative to approving the invoice from Government Finance Officers Association for advertisement of Finance Director.
- 4) Discussion, consideration, and action relative to approving membership to Strategic Government Resources, Inc. in order to advertise the position of Finance Director and any upcoming positions, good for one year.
- 5) Discussion, consideration and action relative to approving the invoice from CPS HR Consulting for Probationary Police Testing materials.

**\*\*Motion** was made to accept all the above-mentioned invoices by Robert Tetreault, seconded by Tony Wood. The vote was unanimously accepted.

**CITIZEN COMMENT:**

**OLD BUSINESS:**

- 6) Discussion, consideration and action relative to the Probationary Police Officer testing results.  
    \*It was discussed that we have one applicant moving forward in July to the Police Academy.
- 7) Discussion, consideration and action relative to the Finance Director position.  
    \*There was discussion that current application pool is very small and that the administration may consider creative options for the finance department. The application deadline is May 19<sup>th</sup>.

**NEW BUSINESS:**

- 8) Discussion, consideration and action relative to the Executive Assistant position.  
\*It was discussed that there were 14 applicants up to this date. The deadline to accept applications is May 26. Current Executive Assistant's last day will be June 3.

**CORRESPONDENCE:** Received was a mailing from The Labor Arbitration Institute for a Labor Law & Labor Arbitration Seminar on June 14, 2016. It was discussed and voted unanimously that the seminar is too costly

**GENERAL DISCUSSION:**

- 9) Review and discuss items proposed for future agendas.
  - a) Include Status of Lists for our next meeting, June 14<sup>th</sup> and all meetings.
  - b) Once the Town and PB FY17 budgets are approved, we need to contact Bob McKenna from RWC regarding approval of exams for promotion from Sergeant to Major.
  - c) There needs to be more consistency in obligation from all parties. Ex.: Reg. library position came before the board previously, not discussed again after.
  - d) Quarterly payroll will be paid next month.
  - e) We need to make up a meeting.

**ADJOURN:** **Motion** to adjourn was made by Robert Tetreault at 9:31 a.m., seconded by Tony Wood.

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Paul MacDonald, Chairman

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Date