

SPECIAL MEETING MINUTES of the Personnel Board of the Town of Burrillville to be held Tuesday, May 31, 2016 at 8:30 a.m. at the Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

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

OTHERS PRESENT: Mike Wood, Town Manager

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 March 22, 2016 meeting minutes and dispense with the reading of said minutes.

Motion was made by Bob Tetreault to accept the minutes as written, seconded by Tony Wood, accepted unanimously by all.

2) Discussion, consideration and action relative to the May 10, 2016 meeting minutes and dispense with the reading of said minutes.

Motion was made by Bob Tetreault to accept the minutes as written, seconded by Charlotte Gabrielson, accepted unanimously by all.

APPROVAL OF INVOICES / EXPENDITURES:

3) Discussion, consideration and action relative to approving the invoice from The Call for advertisement of Finance Director, (2nd Advertising 4/24 and 5/1)

Motion was made by Charlotte Gabrielson to approve and pay the invoice from The Call, seconded by Bob Tetreault, unanimously accepted by all.

CITIZEN COMMENT:

SPECIAL MEETING:

4) Discussion, consideration and action relative to the Finance Director position. (7 Applicants)

Mike Wood stated that it is prudent to set up the interviews. However, not certain if he will continue with the Finance Director position depending on the qualifications of the applicants after the interview and the fact that the Treasurer is out on sick leave and we cannot advertise yet. He may choose to close the fiscal year, see how things are working within the finance department with shared tasks and possibly place an ad again. Mike would like to sit in on the interviews.

Motion was made to interview the top 3 qualified applicants on June 14th, beginning at 1:30, every 30 minutes apart. We will also need to change the time of the meeting originally planned for 8:30 on June 14th, unanimously accepted.

5) Discussion, consideration and action relative to the Executive Assistant position.

The Board went through all the applications and chose 6 to interview at the June 21st meeting at 8:30 a.m., interviews to begin at 9:00 a.m., 30 minutes apart, allowing for 20 minute interviews and discussion time of 10 minutes for each.

CORRESPONDENCE: None

GENERAL DISCUSSION:

6) Review and discuss items proposed for future agendas.

The Board asked the current Executive Assistant and Administrative Assistant to suggest some interview questions they may have for the interview session.

ADJOURN: Motion was made by Charlotte Gabrielson to adjourn, seconded by Bot Tetreault at 10:45 a.m.

Paul MacDonald, Chairman

Date