

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, September 13, 2016 at 8:30 a.m. Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

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

OTHERS PRESENT: Colonel Stephen Lynch

CALL TO ORDER: The meeting was called to order at 8:30 a.m. by Chairman Paul MacDonald

APPROVAL OF MINUTES:

1) **Voted** to accept the August 16, 2016 meeting minutes and dispense with the reading of said minutes.

Motion was made by Robert Tetreault, seconded by Charlotte Gabrielson. The motion carried unanimously.

APPROVAL OF INVOICES / EXPENDITURES: None

CITIZEN COMMENT: None

NEW BUSINESS considered and acted on:

2) Discussion, consideration and action relative to the Assistant Animal Control Officer.

Discussion: Discussion by Colonel Stephen Lynch to have the Assistant Animal Control Officer position filled as soon as possible due to short staff in the department. It was noted that the ad for the position has gone out.

OLD BUSINESS considered and acted on:

3) Discussion, consideration and action relative to the status of lists regarding Dispatcher testing, as well as the new promotional testing procedure and upcoming retirements.

Discussion: Dispatcher position must be filled as soon as possible due to short staff. Move forward with advertising and testing. Move forward with all promotional testing in 2017.

4) Discussion, consideration and action relative to the Assistant Tax Assessor position.

Discussion: New Assistant Tax Assessor start date is September 26, 2016. Letters to other applicants will be mailed out.

5) Discussion, consideration and action relative to the status of lists regarding Driver/Laborer/Operator testing.

Discussion: Verify that there is an existing eligibility list with names, suggested if there is that we call the names on the list. Verify also that testing needs to be done every three years. Find test for Driver/Laborer/Operator so Personnel Board and Jeff McCormick can review at next meeting on October 18th.

6) Discussion, consideration and action relative to previous employment ads and current job descriptions.

Discussion: Discussion was made to continue to update job descriptions as posting positions become available.

CORRESPONDENCE considered and acted on:

7) Thank you note for Robert Tetreault

8) Platform to Employment

Discussion: Found to be a possible employment benefit. Give to Michael C. Wood, Town Manager, to review.

ADDITIONAL NEW BUSINESS CONSIDERED AND ACTED ON: None

GENERAL DISCUSSION:

9) Review and discuss items proposed for future agendas.

ADJOURN: Motion made by Charlotte Gabrielson at 9:30 a.m. Seconded by Robert Tetreault. The motion carried unanimously.

Paul MacDonald, Chairman

Date