

## **PERSONNEL BOARD MINUTES**

**MEETING MINUTES** of the Personnel Board of the Town of Burrillville to be held Tuesday, November 14, 2023, at 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

**MEMBERS PRESENT:** Paul A. MacDonald, Chairman, Robert Tetreault, and Tony Wood

**MEMBERS EXCUSED:** Charlotte Gabrielson attended the meeting at 8:53 am

**OTHERS PRESENT:** Colonel Stephen J. Lynch, Chief of Police

**CALL TO ORDER:** The meeting was called to order at 8:39 am Paul A. MacDonald, Chairman.

### **APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the October 10, 2023 meeting minutes and dispense with the reading of said minutes.
  - a. **MOTION** to approve the October 10, 2023, meeting minutes was made by Robert Tetreault, seconded by Tony Wood. Motion carried unanimously.

### **APPROVAL OF INVOICES /EXPENDITURES:**

- 2) Receive and file the invoice from NRI Now for Financial Aide Eligibility Testing.
  - a. **MOTION** to receive and file the invoice from the NRI Now for the Financial Aide ad was made by Robert Tetreault, seconded by Charlotte Gabrielson. Motion carried unanimously.
- 3) Receive and file the invoice from the Bargain Buyer for the Financial Aide Eligibility Testing.
  - a. **MOTION** to receive and file the invoice from the Bargain Buyer for the Financial Aide ad was made by Charlotte Gabrielson, seconded by Robert Tetreault. Motion carried unanimously.

### **NEW BUSINESS CONSIDERED AND ACTED ON:**

- 4) Discussion, consideration and action relative to the Mechanic testing.

The Mechanic test posting was approved by the Personnel Board. Test will be given on December 12, 2023 at 3:30 pm in Council Chambers, proctored by Charlotte Gabrielson.

- 5) Discussion, consideration and action relative to the FY25 Personnel Board Budget.

Meeting began with this agenda item to expedite the Colonel's return to office. Colonel Lynch discussed how the Town has used PoliceApp to recruit new applicants for the police. Now they are looking into using Fit2Serve for financial reasons. The Colonel will talk to the Town Manager and report back to the Personnel Board on what they should budget for FY25 for Police Training.

Ms. Gabrielson joined the meeting at 8:53 am during this discussion.

The Board was presented with a draft copy of the FY2025 Personnel Board Budget with backup documentation. Further discussion is needed for Professional/Tech Services and Advertising.

**OLD BUSINESS:**

- 6) Discussion, consideration and action relative to Financial Aide Testing to update the Eligibility List.

The Financial Aide Testing will be re-advertised for February 13, 2024. The testing scheduled for November 14, 2023 only had one applicant sign up for testing. Testing was cancelled. Board Member Tetreault suggested that we run ads at colleges' job boards to give a broader exposure to applicants.

**CORRESPONDENCE:**

**ADDITIONAL NEW BUSINESS:**

**GENERAL DISCUSSION:**

**ADJOURN:** Motion was made by Charlotte Gabrielson to adjourn at 10:30 am, seconded by Robert Tetreault. Motion carried unanimously.

Paul A. MacDonald  
Paul A. MacDonald, Chairman

12-12-2023  
Date