

Minutes of the Personnel Board of the Town of Burrillville held Tuesday, July 11, 2006 at 6:00 p. m. in the Burrillville High School Media Center 425 East Avenue, Harrisville, RI 02830.

MEMBERS PRESENT: Chairman James Moran, Valerie Leduc, Paul MacDonald

MEMBERS ABSENT:

CALL TO ORDER: The meeting was called to order at 6 p. m.

APPROVAL OF MINUTES:

1. Approval of June 6, 2006 meeting minutes and dispense with reading of said minutes.

Motion to approve the minutes as amended of the June 6, 2006 meeting and to dispense with the reading of said minutes was made by Valerie Leduc and seconded by Chairman James Moran. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Valerie Leduc.

APPROVAL OF INVOICES / EXPENDITURES:

2. DP Printing Invoice number 18625 in the amount of \$45.00 for envelopes.

Motion to approve the invoice was made by Valerie Leduc and seconded by Chairman James Moran. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Valerie Leduc.

3. Providence Journal invoice number 469647 in the amount of \$1499.60 to advertise for the Probationary Police Officer position.

Motion to approve the invoice was made by Valerie Leduc and seconded by Chairman James Moran. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Valerie Leduc.

4. Bargain Buyer invoice in the amount of \$63.00 to advertise for the Probationary Police Officer position.

Motion to approve the invoice was made by Valerie Leduc and seconded by Chairman James Moran. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Valerie Leduc.

5. Bargain Buyer invoice in the amount of \$63.00 to advertise for the Field Clerk position.

Motion to approve the invoice was made by Valerie Leduc and seconded by Chairman James Moran. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Valerie Leduc.

6. CCRI invoice for "Services Only" in the amount of \$144.00 for physical agility testing for the position of Probationary Police Officer.

Motion to approve the invoice was denied. **Motion** to deny the invoice was made by Valerie Leduc and seconded by Chairman James Moran. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Valerie Leduc.

(Paul MacDonald joined the meeting.)

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

7. Discussion, consideration and action relative to helping the Redevelopment Agency of Burrillville hire a Community Coordinator.

Chairman James Moran updated the Personnel Board on the Community Coordinator position. We passed on two candidates to Mr. Wood, Town Manager.

8. Discussion, consideration and action relative to as to whether performing a physical test be a requirement for the Driver/Laborer/Operator position in the future.

The Board discussed that the physical test is part of the employment physical. The doctor performing the employment physical should be informed if a certain weight will be lifted during the course of employment. The doctor should receive a copy of the job description before performing a pre-employment physical.

9. Discussion, consideration and action relative to a hardship clause being added to missed test dates.

No action taken.

10. Discussion, consideration and action relative to Probationary Police Officer position.

Testing tonight.

11. Discussion, consideration and action relative to scheduling regular meetings for the remainder of the year.

The schedule of regular meetings will resume on the second Tuesday of the month at 8:30 a.m. However, the August meeting has been canceled for FY2007.

12. Discussion, consideration and action relative to the Field Clerk position.

Chairman James Moran updated the Personnel Board on the Field Clerk position. Testing will be conducted at CCRI in Lincoln in "Beginner and Intermediate Word and Excel". Continued to the next meeting.

NEW BUSINESS to be considered and acted on:

COMMUNICATIONS

GENERAL DISCUSSION

ADJOURN

Motion to adjourn was made at 6:23 p.m. by Paul Mac Donald and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Paul MacDonald, Chairman James Moran and Valerie Leduc.
