

Minutes of the Personnel Board of the Town of Burrillville to be held Tuesday, November 14, 2006 at 8:30 a. m. in the Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Chairman James Moran, Valerie Leduc

MEMBERS ABSENT: Paul MacDonald

CALL TO ORDER: The meeting was called to order at 8:44 a.m.

APPROVAL OF MINUTES:

1. Approval of October 17, 2006 meeting minutes and dispense with reading of said minutes.

Motion to approve the minutes as amended of the October 17, 2006 meeting was made by Chairman James Moran and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Valerie Leduc.

APPROVAL OF INVOICES / EXPENDITURES:

2. Discussion, consideration and action relative to approving the IPMA-HR invoice in the amount of \$306.50 for annual dues.

Motion to approve the IPMA-HR invoice in the amount of \$306.50 for annual dues was made by Chairman James Moran and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Valerie Leduc.

CITIZEN COMMENT: None

UNFINISHED BUSINESS to be considered and acted on:

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

The Board stated that we should create another eligibility list. Advertising should start in January with testing in February. The Board will pick dates for screening and testing during next month's meeting. The Board instructed the clerk to send an announcement to CCRI, Roger Williams University, Salve Regina University, and URI stating that we will be advertising in mid-January.

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

This issue was closed last month when Chairman Moran updated the Board. Tammy Boss was hired as Field Clerk and Dawn Bailey will remain on the eligibility list.

5. Discussion, consideration and action relative to adding a separate category of "mechanic" to work with the Driver/Laborer/Operators.

This issue will be continued until the next meeting. Chairman Moran had a discussion with Richard Bernardo who is taking matter under consideration.

6. Discussion, consideration and action relative to employee utilization.

This issue will be continued until the next meeting. Chairman Moran will work on exploring all options.

NEW BUSINESS to be considered and acted on:

7. Discussion, consideration and action relative to the Tax Assessor position.

Chairman Moran requested that the clerk to the Board run the advertisement for the Tax Assessor position with all resumes to be in by Friday, December 8, 2006.

COMMUNICATIONS

GENERAL DISCUSSION None

ADJOURN

Motion to adjourn was made at 9:05 a.m. 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.
