

Minutes of the Personnel Board of the Town of Burrillville to be held Thursday, December 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, Paul MacDonald

MEMBERS ABSENT:

CALL TO ORDER: The meeting was called to order at 8:32 a.m.

APPROVAL OF MINUTES:

1. Approval of November 14, 2006 meeting minutes and dispense with reading of said minutes.

Motion to approve the minutes of the November 14, 2006 meeting was made by Paul MacDonald and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Chairman James Moran, Paul MacDonald and Valerie Leduc.

APPROVAL OF INVOICES / EXPENDITURES:

2. Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$106.00 for advertising the Assessor position.

Motion to approve the Bargain Buyer invoice in the amount of \$106.00 for advertising the Assessor position 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, Paul MacDonald and Valerie Leduc.

3. Discussion, consideration and action relative to approving the Providence Journal invoice in the amount of \$1779.90 for advertising of the Assessor position.

Motion to approve the Providence Journal invoice in the amount of \$1779.90 for advertising of the Assessor position was made by Valerie Leduc and seconded by Paul MacDonald. The motion was unanimous. Voting in favor of the motion were Chairman James Moran, Paul MacDonald and Valerie Leduc.

4. Discussion, consideration and action relative to approving the W.B. Mason invoice in the amount of \$57.10 for copy paper.

Motion to approve the W.B. Mason invoice in the amount of \$57.10 for copy paper was made by Paul MacDonald and seconded by Valerie Leduc. The motion was unanimous.

Voting in favor of the motion were Chairman James Moran, Paul MacDonald and Valerie Leduc.

CITIZEN COMMENT: None

UNFINISHED BUSINESS to be considered and acted on:

5. Discussion, consideration and action relative to dates for testing for the Probationary Police Officer position.

Clerk to the board was instructed to see what test dates are available at CCRI and schedule the physical agility and written tests the same day. The board would prefer January 13th or 20th and wants to do the physical agility test in the morning and the written test in the afternoon. Because this is a short timeframe the advertisement should be placed in Sunday's Journal and Wednesday's Bargain Buyer with all applications to be received by January 5, 2007. Test date letters should be sent out as soon as resumes are received.

6. Discussion, consideration and action relative to the Dispatcher opening.

The clerk to the personnel board was instructed not give out grades or social security numbers in the memorandums responding to a request for the next three names. Include how many names are left in the January agenda.

7. 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 will have a follow up discussion with Richard Bernardo who is taking matter under consideration.

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

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

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

All resumes were reviewed by the board. Three names were chosen for interviews. Clerk was instructed to call these three candidates and set up interview times and then follow up with an interview letter.

NEW BUSINESS to be considered and acted on:

10. Discussion, consideration and action relative to next years schedule.

All meetings will be held on the second Tuesday of the month at 8:30 a.m. in the Town Hall Building. The schedule may fluctuate if there are any holidays.

COMMUNICATIONS

GENERAL DISCUSSION

Clerk was reminded to do quarterly payroll.

ADJOURN

Motion to adjourn was made at 9:25 a.m. by Paul MacDonald and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Paul MacDonald and Valerie Leduc.
