

Minutes of the Personnel Board of the Town of Burrillville to be held Tuesday, January 16, 2007 at 4:00 p. m. in the Town Hall, 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 4:10 p.m.

APPROVAL OF MINUTES:

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

Motion to approve the minutes of the December 14, 2006 meeting was made by Chairman James Moran and seconded by Paul MacDonald. 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 \$63.00 for advertising of the Probationary Police Officer position.

Motion to approve the Bargain Buyer invoice in the amount of \$63.00 for advertising the Probationary Police Officer 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.

3. Discussion, consideration and action relative to approving the Providence Journal invoice in the amount of \$1,372.45 for advertising of the Probationary Police Officer position.

Motion to approve the Providence Journal invoice in the amount of \$1,372.45 for advertising of the Probationary Police Officer position 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, Paul MacDonald and Valerie Leduc.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

4. Discussion, consideration and action relative to the Probationary Police Officer position. (Test dates, advertising, test letters, Academy schedule, Academy physical fitness standards change)

Chairman James Moran updated the board on the Probationary Police Officer position. His updates included test dates, advertising, test letters, Academy schedule, and Academy physical fitness standards change. Physical fitness and written testing will be held on January 28, 2007 at the Community College of Rhode Island (CCRI) in Lincoln.

5. Discussion, consideration and action relative to the Dispatcher position.

Chairman James Moran updated the board relative to the Dispatcher position. As five names remain on the list, we will not be creating a new list yet.

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

Chairman James Moran had a discussion with Richard Bernardo, Director of Public Works and discovered we already have the classification for mechanic for the Public Works Department. No further action is required at this time.

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

This item will be continued to a future agenda.

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

Chairman James Moran stated that three interviews for this position will be held this evening during Executive Session. Recommendations will be forwarded to the Town Manager.

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

As discussed in last month's meeting 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, interviews or testing. The list of meeting dates was included in the agenda packet and is attached to these minutes.

NEW BUSINESS to be considered and acted on:

10. Discussion, consideration and action relative to the eligibility list for Administrative Aide expiring on March 1, 2007.

The current eligibility list for the position of Administrative Aide is expiring in March 2007. We need to post to Union employees and advertise the position in the Bargain Buyer and the Providence Journal. The regularly scheduled Personnel Board meeting on March 13, 2007 meeting now will be held at 5:00 p.m. and testing will follow at 6:00 p.m. A school facility should be secured for this night.

11. Discussion, consideration and action relative to cost of living increases for supervisors and non-union staff recommendations.

Chairman James Moran updated the board relative to the cost of living increases for supervisors and non-union staff. Correspondence is included with the records of the minutes.

12. Discussion, consideration and action relative to annual Personnel Board budget.

Chairman James Moran updated the board relative to the annual Personnel Board budget. Postage, advertising, office supplies and dues should be increased slightly to reflect actual costs incurred during a FY2007 budget. Budget request for FY2008 is included with the records of the minutes.

13. Discussion, consideration and action relative to Facilities Director recommendations.

Chairman James Moran updated the board relative to his Facilities Director recommendations to the Superintendent of Schools. Chairman Moran provided the superintendent with five recommendations for consideration.

COMMUNICATIONS

GENERAL DISCUSSION

The regularly scheduled Personnel Board meeting to be held on May 8, 2007 will be held at 5:00 p.m. with the Promotional Police testing at 6:00 p.m.

Motion was made to move to Executive Session at 5:03 p.m. 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.

REQUEST FOR EXECUTIVE SESSION

An Executive Session is requested pursuant to Rhode Island Open Meeting Law [42-46-5 (a)(5)] for review, discussion and considerations related to the Assessor interviews.

Motion was made to return from Executive Session at 7:45 p.m. 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.

ADJOURN

No votes were taken in Executive Session. **Motion** was made to adjourn at 7:48 p.m. 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.
