

**MINUTES** of the Personnel Board of the Town of Burrillville held on Tuesday, March 13, 2007 at 5:00 p. m. in the Burrillville Middle School, Media Center, 2220 Broncos Highway, Harrisville, RI.

**MEMBERS PRESENT:** Chairman James Moran and Charlotte Gabrielson – Alternate Member

**MEMBERS ABSENT:** Valerie Leduc and Paul MacDonald were excused.

**CALL TO ORDER:** The meeting was called to order at 5:01 p.m.

**APPROVAL OF MINUTES:**

1. Approval of February 13, 2007 meeting minutes and dispense with reading of said minutes.

**Motion** to approve the minutes of the February 13, 2007 meeting was made by Charlotte Gabrielson and seconded by Chairman James Moran. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Charlotte Gabrielson.

**APPROVAL OF INVOICES / EXPENDITURES:**

2. Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$106.00 for advertising of the Administrative Aide Eligibility Test.

**Motion** to approve the Bargain Buyer invoice in the amount of \$106.00 for advertising the Administrative Aide Eligibility Test was made by Charlotte Gabrielson and seconded by Chairman James Moran. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Charlotte Gabrielson.

3. Discussion, consideration and action relative to approving the Providence Journal invoice in the amount of \$1,419.80 for advertising of the Administrative Aide Eligibility Test.

**Motion** to approve the Providence Journal invoice in the amount of \$1,419.80 for advertising of the Administrative Aide Eligibility Test was made by Charlotte Gabrielson and seconded by Chairman James Moran. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Charlotte Gabrielson.

4. Discussion, consideration and action relative to approving the invoice from IPMA in the amount of \$546.00 for exams relative to the Probationary Police Officer testing on January 28, 2007.

**Motion** to approve the invoice from IPMA in the amount of \$546.00 for exams relative to the Probationary Police Officer testing on January 28, 2007 was made by Charlotte Gabrielson and seconded by Chairman James Moran. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Charlotte Gabrielson.

**CITIZEN COMMENT:**

**UNFINISHED BUSINESS to be considered and acted on:**

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

Tabled – Chairman James Moran hasn't had a chance to speak to Colonel Gannon.

6. Discussion, consideration and action relative to the Administrative Aide testing – 52 applicants.

Testing will be tonight. Test materials have been disseminated and the room has been set up.

7. Discussion, consideration and action relative to promotional testing for the sergeants and lieutenants - test date has been set and exams have been chosen.

The promotional testing exams will be given on Saturday, April 28, 2007 at 9:00 a.m. in the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

**NEW BUSINESS to be considered and acted on:**

None

**COMMUNICATIONS**

A past due FedEx bill in the amount of \$5.05 for the return of tests rented from IPMA for the Probationary Police exam in January had been sent to the wrong department and didn't get on the agenda. Chairman James Moran advised that the bill should be paid since it's such a small amount and it should be placed on next month's agenda to be properly voted on.

## **GENERAL DISCUSSION**

Charlotte Gabrielson, Liaison to the High School Principal Search Committee, stated that five candidates were interviewed for the position of High School Principal and that one candidate stood out and was recommended for the job.

## **ADJOURN**

**Motion** to adjourn was made at 5:17 p.m. by Chairman James Moran and seconded by Charlotte Gabrielson. The motion was unanimous. Voting in favor of the motion were Chairman James Moran and Charlotte Gabrielson.

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