

Minutes of the Personnel Board of the Town of Burrillville held on Tuesday, June 12, 2007 at 8:30 a. m. in the Burrillville Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Chairman James Moran, Valerie Leduc, Paul MacDonald, Charlotte Gabrielson – Alternate Member

MEMBERS ABSENT: Charlotte Gabrielson arrived at 8:54 a.m.

CALL TO ORDER: The meeting was called to order at 8:42 a.m.

APPROVAL OF MINUTES:

1. Approval of May 8, 2007 meeting minutes and dispense with reading of said minutes.

Motion to approve the minutes of the May 8, 2007 meeting was made by Valerie Leduc and seconded by Paul MacDonald. The motion was unanimous. Voting in favor of the motion were Valerie Leduc, Paul MacDonald and Chairman James Moran.

APPROVAL OF INVOICES / EXPENDITURES:

2. Discussion, consideration and action relative to approving the CPS Human Resources invoice in the amount of \$410.30 for the Law Enforcement Sergeant exams administered on April 28, 2007.

Motion to approve the CPS Human Resources invoice in the amount of \$410.30 for the Law Enforcement Sergeant exams administered on April 28, 2007 was made by Paul MacDonald and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Valerie Leduc, Paul MacDonald and Chairman James Moran.

3. Discussion, consideration and action relative to approving the FedEx invoice in the amount of \$12.99 for the return of the Lieutenants exams to IPMA.

Motion to approve the FedEx invoice in the amount of \$12.99 for the return of the Lieutenants exams to IPMA was made by Valerie Leduc and seconded by Paul MacDonald. The motion was unanimous. Voting in favor of the motion were Valerie Leduc, Paul MacDonald and Chairman James Moran.

4. Discussion, consideration and action relative to approving the IPMA invoice in the amount of \$86.22 for the Lieutenants exams.

Motion to approve the IPMA invoice in the amount of \$86.22 for the Lieutenants exams was made by Valerie Leduc and seconded by Paul MacDonald. The motion was

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

Chairman James Moran stated that this invoices should be paid to FedEx and the IPMA however he will be talking to Colonel Gannon regarding the fact that neither candidate for the Lieutenant Exam showed up or called to cancel therefore the Town has incurred the FedEx and IPMA exam fees for no reason. Chairman Moran will ask if the Police Department will pick up these fees and remind officers to call to cancel if they change their mind about taking a test. If the Police Department agrees we will do an interdepartmental transfer for these expenses.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

5. Discussion, consideration and action relative to Chairman James Moran's assistance with the Steere Farm School principal search.

Chairman Moran updated the board regarding his assistance with the Steere Farm School principal search. Three names were submitted to Superintendent Steven Welford. Unofficial word is that Cynthia L. Dunham has been chosen for the position.

NEW BUSINESS to be considered and acted on:

6. Discussion, consideration and action relative to the Financial Aide eligibility list.

Chairman James Moran will talk with Michael C. Wood, Town Manager relative to the expired eligibility list for the position of Financial Aide. This item has been tabled but will remain on future meeting agendas until a new eligibility list for Financial Aide is created.

7. Discussion, consideration and action relative to Chairman James Moran's assistance with the High School Vice-Principal search.

Chairman James Moran informed the board that he is assisting in the High School Vice-Principal search. He will be meeting with Superintendent Steven Welford on June 13, 2007 and will be interviewing candidates shortly.

8. Discussion, consideration and action relative to the inclusion of the Library personnel in the Classification Plan.

Chairman James Moran informed the board that the library will be completed about six months ahead of schedule saving the Town a considerable amount of money. The

library should be complete by November 15, 2007 at which time the library employees will come under Town employment and will no longer be under the Board of Administration. Chairman James Moran will write a letter to introduce the Personnel Board to the library staff and let them know the board will be evaluating their needs.

COMMUNICATIONS

GENERAL DISCUSSION

Chairman James Moran reminded the board that there will not be a meeting in July. The next meeting will be August 14, 2007 at 8:30 a.m.

A question was raised regarding the possibility of creating a Human Resources Department for the Town to replace the Personnel Board and take care of the internal needs of Town employees. Examples of internal needs were cited: Blue Cross issues, Trust insurance issues, employee complaints, etc. It was decided to put this issue on the August agenda.

ADJOURN

Motion to adjourn was made at 9:35 a.m. by Paul MacDonald and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Valerie Leduc, Paul MacDonald and Chairman James Moran.