

Minutes of the Personnel Board of the Town of Burrillville held on Tuesday, October 9, 2007 at 8:30 p. 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:

CALL TO ORDER: The meeting was called to order at 8:45 a.m.

APPROVAL OF MINUTES:

1. Approval of September 18, 2007 meeting minutes and dispense with reading of said minutes.

Motion to approve the minutes of the September 18, 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 FedEx invoice in the amount of \$10.56 to return sample Financial Aide tests.

Motion to approve the FedEx invoice in the amount of \$10.56 to return the Financial Aide sample test 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.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

3. Discussion, consideration and action relative to the Financial Aide testing that was conducted following the meeting on September 18, 2007.

Chairman Moran informed the board that we have established and eligibility list of 12 to 14 candidates. All letters have been sent out.

4. Discussion, consideration and action relative to the inclusion of the library personnel in the Classification Plan.

Chairman Moran informed the board that he is still working on the inclusion of the library personnel into the Classification Plan and that it is the first time that the Classification Plan will include exempt and non-exempt employees. OLIS sets the library personnel calendar.

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

Chairman Moran informed the board that the School Committee is voting tonight on his recommendations.

6. Discussion, consideration and action relative to the part-time Administrative Aide position for the Recreation Department.

Chairman Moran informed the board that the Recreation Director has hired a long-term, temporary, part-time Administrative Aide until we have a candidate who is willing to work part-time and has passed the Administrative Aide test. The new Administrative Aide understands that the position will have to be temporary until next test.

NEW BUSINESS to be considered and acted on:

7. Discussion, consideration and action relative to exhausting of the dispatcher eligibility list.

Chairman Moran notified the board that we should watch this list as it is nearly exhausted. We will have to hold testing for the dispatcher position in the near future.

COMMUNICATIONS

GENERAL DISCUSSION

The next meeting of the Personnel Board will be Tuesday, November 13, 2007 at 8:30 a.m. in the Town Hall building.

EXECUTIVE SESSION

ADJOURN

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