

Minutes of the Personnel Board of the Town of Burrillville to be held Tuesday, November 27, 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

MEMBERS ABSENT: Charlotte Gabrielson – Alternate Member

OTHERS PRESENT: Town Manager, Michael C. Wood

CALL TO ORDER: The meeting was called to order at 8:37 a.m.

APPROVAL OF MINUTES:

1. Approval of October 9, 2007 meeting minutes and dispense with reading of said minutes.

Motion to approve the minutes of the October 9, 2007 meeting was made by Paul MacDonald and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Paul MacDonald, Valerie Leduc and Chairman James Moran.

2. Approval of November 13, 2007 meeting minutes stating the meeting was cancelled due to a lack of a quorum.

Motion to approve the minutes of the November 13, 2007 meeting was made by Paul MacDonald and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Paul MacDonald, Valerie Leduc and Chairman James Moran.

APPROVAL OF INVOICES / EXPENDITURES:

3. Discussion, consideration and action relative to approving the CPS invoice in the amount of \$644.00 for Financial Aide tests.

Motion to approve the CPS invoice in the amount of \$644.00 for Financial Aide tests was made by Paul MacDonald and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Paul MacDonald, Valerie Leduc and Chairman James Moran.

4. Discussion, consideration and action relative to approving the IPMA-HR invoice in the amount of \$345.00 for annual dues covering three members.

Motion to table approval of the IPMA-HR invoice in the amount of \$345.00 for annual dues pending positive answer as to whether there is any benefit or discount to paying these dues was made by Paul MacDonald and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Paul MacDonald, Valerie Leduc and Chairman James Moran.

5. Discussion, consideration and action relative to approving the Providence Journal invoice in the amount of \$1,871.63 for advertising the Town Engineer vacancy.

Motion to approve the Providence Journal invoice in the amount of \$1,871.63 for advertising the Town Engineer vacancy was made by Paul MacDonald and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Paul MacDonald, Valerie Leduc and Chairman James Moran.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

6. Discussion, consideration and action relative to modifying the Classification Plan.

Motion to approve the modifications to the Classification Plan was made by Paul MacDonald and seconded by Valerie Leduc. The motion was unanimous. Voting in favor of the motion were Paul MacDonald, Valerie Leduc and Chairman James Moran.

7. Discussion, consideration and action relative to the inclusion of the library personnel into the Classification Plan.

Town Manager, Michael C. Wood participated in the discussion on inclusion of the library personnel into the Classification Plan. Points brought into that discussion are as follows. Rates referred to on the chart are top step rates for these positions. The Town Charter requires that all non-union town positions are on the Classification Plan. The Children/Young Adult Librarian functions as assistant to the Library Director. The incentive opportunity has been moved from 10% to 5% on all town positions and will be the incentive opportunity offered to the library personnel.

NEW BUSINESS to be considered and acted on:

8. Discussion, consideration and action relative to the request for the next three names on the Probationary Police Officer List.

Chairman Moran stated that he felt an acceptable explanation as to why the Police Department discounts candidates and requests additional names. This explanation should be included in the memo requesting additional names when three names had recently been given. The Board agreed that an explanation should be recorded.

9. Discussion, consideration and action relative to the request for the next three names on the Financial Aide eligibility list.

Three names have recently been supplied to the Finance Director to fill the Financial Aide position budgeted for in July of 2007.

COMMUNICATIONS

GENERAL DISCUSSION

The Board has requested that an update on the Assistant Assessor position be added to the next agenda.

A request was also made to include a discussion on the status of all lists to the next agenda.

ADJOURN

Motion to adjourn was made at 9:37 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