

Minutes of the Personnel Board of the Town of Burrillville that was held Tuesday, January 8, 2008 at 8:30 a.m. in the Burrillville Town Hall, 105 Harrisville Main Street, Harrisville, RI.

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

MEMBERS ABSENT: Paul MacDonald

Others Present: Colonel Bernard Gannon, Chief of Police; Lt. Kevin San Antonio and Lt. Larry Guglietta

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

APPROVAL OF MINUTES:

1. Approval of December 11, 2007 meeting minutes and dispense with reading of said minutes.

Motion to approve the minutes of the December 11, 2007 meeting was made by Valerie Leduc and seconded by Charlotte Gabrielson. The motion was unanimous. Voting in favor of the motion were Valerie Leduc, Charlotte Gabrielson and Chairman James Moran.

APPROVAL OF INVOICES / EXPENDITURES:

None

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

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

Discussion on how best to respond when writing the memo regarding needing the next three names from the Probationary Police Officer List. Addressing the issue of previously interviewed candidates for police positions that are sometimes found to be inappropriate for personal or confidential reasons is a difficult and sensitive issue to address in a memo requesting the next three names. Such reasons include why a recruit may have been terminated from a previous employer, motor vehicle violations upon inspection of their vehicle and displaying

in appropriate behavior and dress during the interview. Chairman Moran stated, one approach he was familiar with was to simply state that "We are unable to substantiate or validate the candidates therefore we need the next three names on the eligibility list." All involved in the discussion agreed that it would be best for the Police Chief to discuss this with the town's attorney.

Also discussed was that Newport, Portsmouth and Middletown test for police jobs as a group. We are going to investigate further into how well this works in their area for consideration in this area.

3. Discussion, consideration and action relative to the Dispatcher eligibility list being exhausted.

Discussion included whether on call, fill in dispatchers had to go through the testing process since they will be non-union employees. It was stated that even if the fill in dispatcher was capable and trained to do the job, that candidate could not accept a full time position until the test was passed. At this time we need to give the Dispatcher test again to establish a new list.

4. Discussion, consideration and action relative to the status of lists.

The Executive Assistant was asked to add a column to the list to show the date that the number of candidates remaining on the list was verified.

5. Discussion, consideration and action relative to the Providence Journal advertising and a possible discount.

John Mainville, Finance Director is looking into a town wide discount.

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

There will be a meeting this afternoon with the Town Manager and Town Solicitor to discuss the library personnel and the Classification Plan.

NEW BUSINESS to be considered and acted on:

7. Discussion, consideration and action relative to the hourly wage structure for library personnel.

Rates for non-exempt, hourly personnel follow a natural progression with regards to the library personnel's wage structure.

COMMUNICATIONS

None

GENERAL DISCUSSION

The Executive Assistant was instructed to add discussion relative to the Town Engineer position to the next agenda.

ADJOURN

Motion to adjourn was made at 9:53 a.m. by Valerie Leduc and seconded by Charlotte Gabrielson. The motion was unanimous. Voting in favor of the motion were Valerie Leduc, Charlotte Gabrielson and Chairman James Moran.

The Town of Burrillville will provide accommodations needed to ensure equal participation. Please contact the Burrillville Town Clerk at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it. A request for this service can be made in writing or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY).