

Minutes of the Personnel Board meeting for the Town of Burrillville held on Tuesday, May 13, 2008 at 8:30 a.m. in the Burrillville Town Hall, 105 Harrisville Main Street, Harrisville, RI.

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

MEMBERS ABSENT: Paul MacDonald

CALL TO ORDER: The meeting was called to order at 8:35 a.m.

APPROVAL OF MINUTES:

1. Approval of April 8, 2008 meeting minutes and dispense with reading of said minutes.

Motion to approve the minutes of the April 8, 2008 meeting was made by Charlotte Gabrielson and seconded by Valerie Leduc. The vote was unanimous. Voting in favor of the motion were Charlotte Gabrielson, Valerie Leduc and Chairman James Moran.

APPROVAL OF INVOICES / EXPENDITURES:

2. Approval of the Bargain Buyer invoice in the amount of \$63.00 for the Police Dispatcher ad dated April 23, 2008.

Motion to approve the Bargain Buyer invoice in the amount of \$63.00 for the Police Dispatcher ad dated April 23, 2008 was made by Valerie Leduc and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor of the motion were Valerie Leduc, Charlotte Gabrielson and Chairman James Moran.

3. Approval of the Valley Breeze invoice in the amount of \$143.00 for the Police Dispatcher ad dated April 24, 2008.

Motion to approve the Valley Breeze invoice in the amount of \$143.00 for the Police Dispatcher ad dated April 24, 2008 was made by Valerie Leduc and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor of the motion were Valerie Leduc, Charlotte Gabrielson and Chairman James Moran.

CITIZEN COMMENT:

None

UNFINISHED BUSINESS to be considered and acted on:

Paul MacDonald arrived.

4. Discussion, consideration and action relative to the dispatcher eligibility list testing.

The Executive Assistant ran the advertising for this test again in both the Bargain Buyer and the Valley Breeze. The test will be given on June tenth at 6 p.m. following a 5 p.m. meeting that day in lieu of the regularly scheduled meeting. We will meet in the new JMS Library. We will continue to maintain the list for this position but will inform all interested candidates that it is likely that the openings will be for part-time positions which may eventually become full-time. The Executive Assistant was instructed to call the remaining name on the old list and inform that candidate that that list will expire in February of 2009. The candidate must take the new test on June 10th to remain on the list for the duration of this eligibility period.

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

Per an email from John Mainville, Finance Director the Town is getting a discount for legal notices required by law, however employment ads are considered normal course of business and are not eligible for a discount from the Providence Journal. Therefore, Chairman Moran stated that going forward we will only be using the Providence Journal for Department Head or other non-union positions.

6. Discussion, consideration and action relative to pre-employment physical.

Chairman James Moran asked Mark Adams, Treasurer to join the meeting. Mr. Adams will get more information on the two different types of physicals. Charlotte Gabrielson provided a Medical Examination Report used in hiring town bus drivers. Further discussion was tabled until the June 10th meeting.

NEW BUSINESS to be considered and acted on:

COMMUNICATIONS

None

GENERAL DISCUSSION

ADJOURN

Motion to adjourn was made at 9:05 a.m. by Valerie Leduc and seconded by Charlotte Gabrielson. The motion was unanimous. Voting in favor of the motion were Paul MacDonald, Charlotte Gabrielson, Valerie Leduc and Chairman James Moran.

Chairman James H. Moran

Date

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).