

Minutes of the Personnel Board of the Town of Burrillville held Tuesday, June 10, 2008 at 5:00 p.m. in the Jesse M. Smith Library 100 Tinkham Lane, Harrisville, RI 02830.

MEMBERS PRESENT: Chairman James Moran and Valerie Leduc

MEMBERS ABSENT: Paul MacDonald excused and Charlotte Gabrielson – Alternate Member excused

CALL TO ORDER: The meeting was called to order at 5:20 p.m.

APPROVAL OF MINUTES:

1. Approval of May 13, 2008 meeting minutes and dispense with reading of said minutes.

Approval of the May 13, 2008 meeting minutes was tabled. The minutes will be corrected and approved at a subsequent meeting.

APPROVAL OF INVOICES / EXPENDITURES:

2. Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$66.00 for the Police Dispatcher ad dated May 7, 2008.

Motion to approve the Bargain Buyer invoice in the amount of \$66.00 for the Police Dispatcher ad dated May 7, 2008 was made by Valerie Leduc and seconded by Chairman James Moran. The vote was unanimous. Voting in favor of the motion were Valerie Leduc and Chairman James Moran.

3. Discussion, consideration and action relative to approving the Valley Breeze invoice in the amount of \$98.00 for the Police Dispatcher ad dated May 8, 2008.

Motion to approve the Valley Breeze invoice in the amount of \$98.00 for the Police Dispatcher ad dated May 8, 2008 was made by Valerie Leduc and seconded by Chairman James Moran. The vote was unanimous. Voting in favor of the motion were Valerie Leduc and Chairman James Moran.

CITIZEN COMMENT:

None

UNFINISHED BUSINESS to be considered and acted on:

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

There were 52 applicants for dispatcher. Certified letters were sent to all of these candidates. Four applicants did not pick up their certified letter with the date, location and time of today's test. Three candidates called to say they can't make the test.

5. Discussion, consideration and action relative to pre-employment physicals.

Tabled until the next meeting. The Town and Chairman James Moran are still collecting information on pre-employment physicals. Department heads are reviewing and revising job descriptions. When this is complete, the Personnel Board will be asked to review the job descriptions.

NEW BUSINESS to be considered and acted on:

COMMUNICATIONS

GENERAL DISCUSSION

ADJOURN

Motion to adjourn was made at 5:25 p.m. by Valerie Leduc and seconded by Chairman James Moran. The vote was unanimous. Voting in favor of the motion were 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).