

**Minutes** of the Personnel Board of the Town of Burrillville held Tuesday, October 14, 2008 at 8:30 a.m. in the Burrillville Town Hall, 105 Harrisville Main Street, Harrisville, RI 02830.

**MEMBERS PRESENT:** Chairman James Moran, Valerie Leduc

**MEMBERS ABSENT:** Paul MacDonald, Charlotte Gabrielson – Alternate Member

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

**APPROVAL OF MINUTES:**

1. Approval of September 16, 2008 meeting minutes and dispense with reading of said minutes.

**Motion** to approve the minutes of the September 16, 2008 meeting 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.

**APPROVAL OF INVOICES / EXPENDITURES:**

None

**CITIZEN COMMENT:**

**UNFINISHED BUSINESS to be considered and acted on:**

2. Discussion, consideration and action relative to alternative locations for pre-employment physicals.

Alternate locations for pre-employment physicals were discussed. Urgent Care's two locations on Putnam Pike in Smithfield and on Mendon Road in Cumberland were named as alternate possibilities.

3. Discussion, consideration and action relative to job descriptions.

This item was tabled until a future agenda.

4. Discussion, consideration and action relative to charging for police exams.

This item was tabled for the next agenda. The Executive Assistant was asked to try to get more responses from other towns regarding whether or not they charge for exams. It was mentioned that we should follow up on an annual basis and place this item on next years agenda on or about this time.

5. Discussion, consideration and action relative to scheduling Probationary Police Officer testing.

We are waiting for a response regarding availability of CCRI. Due to time constraints, the Executive Assistant will email Personnel Board members availability and a date will be chosen then sanctioned at the next Personnel Board meeting.

6. Discussion, consideration and action relative to the Jesse M. Smith Library hiring a part time Library Reference Department paraprofessional.

Received and filed. Chairman Moran reminded the Board that part time employees can be hired without the Personnel Board's approval.

7. Discussion, consideration and action relative to the library job positions must be approved through the Personnel Board and voted in by the Town Council.

The letter regarding the part time Library Reference Department paraprofessional was signed by "Assistant Director of Library Science". Chairman Moran stated that he will remind the Library personnel that if they wish to have a position created, they must have it researched and recommended by the Personnel Board and sanctioned by the Town Council.

#### **NEW BUSINESS to be considered and acted on:**

8. Discussion, consideration and action relative to the upcoming vacancy for the position of Director of Public Works and Engineering Services.

So noted. The Executive Assistant is to forward a copy of an old ad for this position to Chairman Moran for review.

9. Discussion, consideration and action relative to reviewing job description for the Director of Public Works and Engineering Services.

The job description for the Director of Public Works and Engineering Services was reviewed and has been found acceptable.

#### **COMMUNICATIONS**

None

#### **GENERAL DISCUSSION**

None

**ADJOURN**

**Motion** to adjourn the meeting of September 16, 2008 at 9:03 a.m. 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.

\_\_\_\_\_  
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).