

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, January 13, 2009 at 8:30 a.m. at the Town Hall 105 Harrisville Main Street, Harrisville, RI 02830.

MEMBERS PRESENT: Chairman James Moran, Paul MacDonald, Valerie Leduc and Charlotte Gabrielson

MEMBERS ABSENT:

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

APPROVAL OF MINUTES:

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

Motion to approve the December 16, 2008 meeting minutes and dispense with reading of said minutes was made by Paul MacDonald and seconded by Chairman James Moran. The vote was unanimous. Voting in favor were Chairman James Moran and Paul MacDonald.

APPROVAL OF INVOICES / EXPENDITURES:

2. Discussion, consideration and action relative to approving the Providence Journal invoice in the amount of \$1,853.42 for advertising the position of Probationary Police Officer on October 19, 2008.

Motion to approve the Providence Journal invoice in the amount of \$1,853.42 for advertising the position of Probationary Police Officer on October 19, 2008 was made by Chairman James Moran and seconded by Valerie Leduc. The vote was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Paul MacDonald.

3. Discussion, consideration and action relative to approving the IPMA-HR invoice in the amount of \$701.00 for testing materials related to the test for the position of Probationary Police Officer given on December 6, 2008.

Motion to approve the IPMA-HR invoice in the amount of \$701.00 for testing materials related to the test for the position of Probationary Police Officer given on December 6, 2008 was made by Paul MacDonald and seconded by Chairman James Moran. The vote

was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Paul MacDonald.

4. Discussion, consideration and action relative to approving the FedEx invoice dated December 15, 2008 in the amount of \$16.34 for return of testing materials for the position of Police Officer.

Motion to approve the FedEx invoice dated December 15, 2008 in the amount of \$16.34 for return of testing materials for the position of Police Officer was made by Valerie Leduc and seconded by Paul MacDonald. The vote was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Paul MacDonald.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

5. Discussion, consideration and action relative to reviewing the new job descriptions for Council 94 positions.

Tabled until after review by department heads and Town Manager.

6. Discussion, consideration and action relative to expenses involved in giving exams.
 - a) Advertising recent Probationary Police Office testing.
 - b) Advertising recent Director of Public Works position.
 - c) Certified mailing fees.
 - d) Test materials per applicant.
 - e) Office supplies consumed, manpower, miscellaneous expenses.

Chairman James Moran lead a discussion with the Personnel Board regarding the extensive costs of advertising and sending letters to applicants including certified mailing fees, test materials, office supplies consumed, manpower and various miscellaneous expenses. Going forward we are to utilize online applications, place our standard forms on the website, set up online advertising options with networkri.com, monster.com, jobsinri.com, craigslist.com, etc. Regular mail will be used to send the test date letters informing applicants for the position of Probationary Police Officer that our forms for medical releases, fitness test information, etc. are now available online. Free advertising such as bulletin boards at Johnson & Wales, Salve Regina, CCRI and Roger Williams University will also be utilized if permission can be obtained from the college or university.

7. Discussion, consideration and action relative to the Probationary Police Officer testing regarding changes to the wording in form letters and advertisements for the future.

Changes have been made. The updated forms and advertisements have been moved into an electronic 2009 folder.

8. Discussion, consideration and action relative to the schedule of Personnel Board meetings for the calendar year 2009.

Received and filed.

NEW BUSINESS to be considered and acted on:

9. Discussion, consideration and action relative to sending out letters to applicants for the Director of Public Works position.

Letters will be sent.

10. Discussion, consideration and action relative to the Personnel Board budget.

The Personnel Board will continue the budget after today's meeting.

COMMUNICATIONS

11. Discussion, consideration and action relative to the correspondence requesting the names on the Police Department hiring list.

Chairman James Moran informed the Personnel Board of the hiring freeze instituted by the Town Manager.

12. Discussion, consideration and action relative to the memorandum dated November 18, 2008 from the Town Manager regarding Probationary Police Officer Recruitment and Hiring Protocol.

Tabled – the Personnel Board would like to review the changes before discussion.

GENERAL DISCUSSION

Lieutenant and Sergeant promotional testing will be on April 14th after the regular meeting. Chairman Moran will choose the tests after the February meeting.

Place the status of lists on the next agenda.

ADJOURN

Motion to adjourn the meeting was made at 9:27 a.m. by Paul MacDonald and seconded by Valerie Leduc. The vote was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Paul MacDonald.

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).