

Minutes of the Personnel Board of the Town of Burrillville held Tuesday, February 10, 2009 at 8:30 a.m. at the Town Hall 105 Harrisville Main Street, Harrisville, RI 02830.

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

MEMBERS ABSENT:

CALL TO ORDER: The meeting was called to order at 8:37 a.m.

APPROVAL OF MINUTES:

1) Approval of January 13, 2009 meeting minutes and dispense with reading of said minutes.

Motion to approve the January 13, 2009 meeting minutes and dispense with reading of said minutes was made by Paul MacDonald and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Charlotte Gabrielson.

When Valerie Leduc joined the meeting, she asked that we reopen the issue. Valerie Leduc made a motion to amend the minutes and revisit the amended to the minutes at the March meeting. Chairman James Moran seconded the motion. The vote was unanimous. Voting in favor were Valerie Leduc, Chairman James Moran, Paul MacDonald and Charlotte Gabrielson.

APPROVAL OF INVOICES / EXPENDITURES:

2) Discussion, consideration and action relative to approving the B & M Printing invoice in the amount of \$48.00 for printing 500 #10 envelopes.

Motion to approve the B & M Printing invoice in the amount of \$48.00 for printing 500 #10 envelopes was made by Paul MacDonald and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Charlotte Gabrielson.

3) Discussion, consideration and action relative to approving the Burrillville School Department invoice in the amount of \$181.99 for janitorial fees related to the test for the position of Probationary Police Officer given on December 6, 2008.

Motion to approve the Burrillville School Department invoice in the amount of \$181.99 for janitorial fees related to the test for the position of Probationary Police Officer given on December 6, 2008 was made by Paul MacDonald and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Charlotte Gabrielson.

CITIZEN COMMENT: None

UNFINISHED BUSINESS to be considered and acted on:

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

Tabled and removed from the agenda until further notice.

- 5) Discussion, consideration and action relative to promotional testing for the upcoming lieutenant and sergeant positions to be given on April 14th. The test will be chosen so study materials can be acquired.

Promotional tests for the positions of sergeant and lieutenant were chosen. The Executive Assistant was asked to reserve the tests, obtain the list of study materials and send the appropriate memo to the candidates.

- 6) Discussion, consideration and action relative to the status of lists.

The Executive Assistant was asked to find out from the Director of Public Works how many people may retire this year in the position of Driver/Laborer/Operator.

NEW BUSINESS to be considered and acted on: None

COMMUNICATIONS: None

GENERAL DISCUSSION: None

ADJOURN:

Motion to adjourn the meeting was made at 9:12 a.m. by Valerie Leduc and seconded by Chairman James Moran. 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).