

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, September 8, 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: None

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

APPROVAL OF MINUTES:

1) Approval of July 14, 2009 meeting minutes and dispense with reading of said minutes.

Motion to approve the July 14, 2009 meeting minutes as amended was made by Paul MacDonald and seconded by Valerie Leduc. The vote was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Valerie Leduc.

APPROVAL OF INVOICES / EXPENDITURES:

2) Discussion, consideration and action relative to approving the CCRI invoice for testing in Microsoft Word and Excel by the Center for Workforce and Community Education.

Motion to approve the CCRI invoice in the amount of \$250.00 for testing in Microsoft Word and Excel by the Center for Workforce and Community Education was made by Valerie Leduc and seconded by Paul MacDonald. The vote was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Valerie Leduc.

CITIZEN COMMENT:

None

UNFINISHED BUSINESS to be considered and acted on:

3) Discussion, consideration and action relative to organizational retirements and the process of filling positions.

A) Financial Aide - Tax Collector's Office

The Executive Assistant was asked to separate the Administrative Aides from the Financial Aides so the numerical scores can be put with the CCRI rankings.

B) Patrol Officer – Police Department

This item was tabled until next meeting so an updated list of candidates can be provided.

4) Discussion, consideration and action relative to School Department openings – High School Principal, Facilities Manager and Superintendent.

A High School Principal and a Facilities Manager were hired. An interim Superintendent is in place. The Personnel Board will not be involved in filling the permanent Superintendent position at this time.

5) Discussion, consideration and action relative to the Sergeant's promotional process.

Patrolman Pitts was chosen for the Sergeant's position.

6) Discussion, consideration and action relative to computer skills testing at CCRI.

Earlier in this meeting, the Executive Assistant was asked to separate the Administrative Aides from the Financial Aides so the numerical scores can be put with the CCRI rankings.

NEW BUSINESS

7) Discussion, consideration and action relative to the Town Engineer/Recycling Coordinator's resignation.

The Executive Assistant was asked to place an ad in the Woonsocket Call, in the Providence Sunday Journal and on our website and to end the search before the October 13th meeting.

COMMUNICATIONS

GENERAL DISCUSSION

The Executive Assistant was asked to obtain a copy of this year's Municipal Salary Survey.

Discussion regarding the Charter Review Committee considering looking at the issue of having a Human Resources Department rather than a Personnel Board.

ADJOURN

Motion to adjourn the meeting at 9:09 a.m. was made by Valerie Leduc and seconded by Paul MacDonald. The vote was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Valerie Leduc.

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).