

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, February 9, 2010 at 5:00 p.m. at the Jesse M. Smith Library, 100 Tinkham Lane, Harrisville, RI.

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

**MEMBERS ABSENT:** Paul MacDonald was excused.

**CALL TO ORDER:** The meeting was called to order at 5:04 p.m.

**APPROVAL OF MINUTES:**

- 1) Approval of January 12, 2010 meeting minutes and dispense with reading of said minutes.

**Motion** to approve the January 12, 2010 meeting minutes was made by Valerie Leduc and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Charlotte Gabrielson.

**APPROVAL OF INVOICES / EXPENDITURES:**

- 2) Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$106 for advertising the Dispatcher Eligibility Test in both editions on January 27, 2010.

**Motion** to approve the Bargain Buyer invoice in the amount of \$106.00 for advertising the Dispatcher Eligibility Test in both editions on January 27, 2010 was made by Valerie Leduc and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Charlotte Gabrielson.

- 3) Discussion, consideration and action relative to approving the Providence Journal invoice in the amount of \$1,578.99 for advertising the Deputy Tax Collector position on November 15, 2009.

**Motion** to approve the Providence Journal invoice in the amount of \$1,578.99 for advertising the Deputy Tax Collector position on November 15, 2009 was made by Valerie Leduc and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Charlotte Gabrielson.

- 4) Discussion, consideration and action relative to approving the Woonsocket Call invoice in the amount of \$339.86 for advertising the Dispatcher Eligibility Test on January 27<sup>th</sup> through January 31, 2010.

**Motion** to approve the Woonsocket Call invoice in the amount of \$339.86 for advertising the Dispatcher Eligibility Test on January 27<sup>th</sup> through January 31, 2010 was made by Valerie Leduc and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Charlotte Gabrielson.

- 5) Discussion, consideration and action relative to approving the Woonsocket Call invoice in the amount of \$68.15 for advertising the Director of Public Works on November 6, 2008.

**Motion** to approve the Woonsocket Call invoice in the amount of \$68.15 for advertising the Director of Public Works on November 6, 2008 was made by Valerie Leduc and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Charlotte Gabrielson.

**CITIZEN COMMENT:**

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

- 6) Discussion, consideration and action relative to the Assistant Director position at the library. The job description last updated in July 2008 will be reviewed.

Tabled

- 7) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.

Discussion relative to the Jesse M. Smith Library Personnel Policies has been tabled pending report from Manager/Trustee meeting.

- 8) Discussion, consideration and action relative to the Financial Aide hiring process.

A separate bookkeeping test will not be given by the Personnel Board.

- 9) Discussion, consideration and action relative to the Deputy Tax Collector interviews.

A candidate was hired.

**NEW BUSINESS:** None

**COMMUNICATIONS:** None

**GENERAL DISCUSSION:** None

**EXECUTIVE SESSION PURSUANT TO RHODE ISLAND GENERAL LAWS 42-46-5(a)1**

- 10) Request for Executive Session from Chairman James Moran, pursuant to Rhode Island Open Meeting Law [42-46-5 (a)(1)] for discussion and considerations related to administration of testing for the purpose of creating a police dispatcher eligibility list.

The Board took a break at 5:15 p.m. to prepare for Executive Session.

Executive Session adjourned at 8:12pm. No votes were taken.

**ADJOURN:** The meeting was adjourned at 8:30 pm.

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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).