

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, March 16, 2010 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, 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 8:40 a.m.

APPROVAL OF MINUTES:

- 1) Approval of February 9, 2010 meeting minutes and dispense with reading of said minutes.

Motion to approve the February 9, 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 Administrative Aide Eligibility Test in both editions on February 17, 2010.

Motion to approve the Bargain Buyer invoice in the amount of \$106.00 for advertising the Administrative Aide Eligibility Test in both editions on February 17, 2010 was made by Charlotte Gabrielson and seconded by Valerie Leduc. 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 Bargain Buyer invoice in the amount of \$106 for advertising the Driver/Laborer/Operator Eligibility Test in both editions on February 24, 2010.

Motion to approve the Bargain Buyer invoice in the amount of \$106.00 for advertising the Driver/Laborer/Operator Eligibility Test in both editions on February 24, 2010 was made by Charlotte Gabrielson and seconded by Valerie Leduc. 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 Bargain Buyer invoice in the amount of \$106 for advertising the Administrative Aide Eligibility Test in both editions on February (~~17~~) 24, 2010.

Motion to approve the Bargain Buyer invoice as amended in the amount of \$106.00 for advertising the Administrative Aide Eligibility Test in both editions on February 24, 2010 was made by Charlotte Gabrielson and seconded by Valerie Leduc. 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 Bargain Buyer invoice in the amount of \$106 for advertising the Driver/Laborer/Operator Eligibility Test in both editions on February (~~24~~) 17, 2010.

Motion to approve the Bargain Buyer invoice as amended in the amount of \$106.00 for advertising the Driver/Laborer/Operator Eligibility Test in both editions on February 17, 2010 was made by Charlotte

Gabrielson and seconded by Valerie Leduc. The vote was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Charlotte Gabrielson.

- 6) Discussion, consideration and action relative to approving the CPS invoice in the amount of \$971.75 for Dispatcher tests for the February 9th eligibility exam.

Motion to approve the CPS invoice in the amount of \$971.75 for Dispatcher tests for the February 9th eligibility exam was made by Charlotte Gabrielson and seconded by Valerie Leduc. The vote was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Charlotte Gabrielson.

- 7) Discussion, consideration and action relative to approving the Woonsocket Call invoice in the amount of \$90.83 for advertising the Dispatcher Eligibility Test on February 1-4, 2010.

Motion to approve the Woonsocket Call invoice in the amount of \$90.83 for advertising the Dispatcher Eligibility Test on February 1-4, 2010 was made by Charlotte Gabrielson and seconded by Valerie Leduc. The vote was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Charlotte Gabrielson.

- 8) Discussion, consideration and action relative to approving the Woonsocket Call invoice in the amount of \$679.16 for advertising the Driver/Laborer/Operator and Administrative Aide Eligibility Tests on Sunday, February 21, 2010.

Motion to approve the Woonsocket Call invoice in the amount of \$679.16 for advertising the Driver/Laborer/Operator and Administrative Aide Eligibility Tests on Sunday, February 21, 2010 was made by Charlotte Gabrielson and seconded by Valerie Leduc. 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:

- 9) 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

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

Tabled

NEW BUSINESS:

- 11) Discussion, consideration and action relative to the Administrative Aide testing.

The Personnel Board felt that the testing went well. They decided that they will do two tests at the same time again. The High School will be used for over 100 applicants, the Middle School if there are 60 to 100 applicants and the Jesse M. Smith Library if there are under 60 applicants.

- 12) Discussion, consideration and action relative to the Driver/Laborer/Operator testing.

Discussion as to whether the tests should be numbered in the future or destroyed concluded with the thought that the best practice would be to number them in the future.

13) Discussion, consideration and action relative to the Financial Aide testing.

If a union member passes the upcoming test, they do not go on the hiring list but their test results go in their file so they can use their eligibility for bumping into a vacancy.

COMMUNICATIONS:

GENERAL DISCUSSION:

ADJOURN: The meeting adjourned at 9:08 a.m.

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).