

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, April 13, 2010 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

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

MEMBERS ABSENT: None

CALL TO ORDER: Chairman James Moran called the meeting to order at 8:35 a.m.

APPROVAL OF MINUTES:

1) Approval of March 16, 2010 meeting minutes and dispense with reading of said minutes.

Motion to approve the March 16, 2010 meeting minutes as amended was made by Valerie Leduc and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald, Valerie Leduc and Charlotte Gabrielson.

APPROVAL OF INVOICES / EXPENDITURES:

2) Discussion, consideration and action relative to approving the CPS invoice in the amount of \$1,362.25 for Administrative Aide tests for the March 9th eligibility exam.

Motion to approve the CPS invoice in the amount of \$1,362.25 for Administrative Aide tests for the March 9th eligibility exam was made by Valerie Leduc and seconded by Paul MacDonald. The vote was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald, Valerie Leduc and Charlotte Gabrielson.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

3) 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

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

Tabled

NEW BUSINESS:

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

Chairman James Moran requested that CCRI testing in basic Word and Excel be given to the first 25 applicants (or however many applicants are covered under the flat rate) of the 38 who passed the test.

Discussion ensued regarding charging enough for written exams to cover expenses beginning with the new fiscal year. Paul MacDonald opposes testing fees and recommends that we look at alternatives. Discussion is to be continued.

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

Chairman James Moran recommended that Director of Public Works, Jeffrey McCormick be asked to review and revise the Driver/Laborer/Operator test before the next exam is given. The Board discussed recreating the answer sheet on colored card stock with the line on the top asking for a phone number instead of a social security number in order to preserve applicant's privacy. The answer sheet will be recreated after the test is updated.

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

The Financial Aide test was given internally to union members on April 8th. The test is due to be given to the public in September.

COMMUNICATIONS:

GENERAL DISCUSSION:

Chairman James Moran asked that the status of lists be updated and included in the next agenda packet. The next meeting is scheduled for May 11th at 8:30 a.m.

ADJOURN:

Motion to adjourn of the Personnel Board at 9:08 a.m. was made by Paul MacDonald and seconded by Charlotte Gabrielson. The vote was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald, Valerie Leduc and Charlotte Gabrielson.

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).