

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, August 10, 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: The meeting was called to order at 8:43 a.m.

APPROVAL OF MINUTES:

1) Approval of July 13, 2010 meeting minutes and dispense with reading of said minutes.

Motion to approve the July 13, 2010 minutes was made by Valerie Leduc and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Valerie Leduc.

APPROVAL OF INVOICES / EXPENDITURES:

None

CITIZEN COMMENT:

None

UNFINISHED BUSINESS to be considered and acted on:

Motion to move item 5), "Discussion, consideration and action relative to the Financial Aide Eligibility list being extended" to the front of the list was made by Valerie Leduc and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Valerie Leduc.

Discussion had begun regarding voting on extending the Financial Aide list in the September meeting. The Executive Assistant was asked to look at the remaining names before the September meeting to see the number of applicants that were not disqualified and are remaining on the list. Phone calls were to be made to the remaining applicants to verify their interest and availability.

Town Manager, Michael C. Wood joined the meeting to clarify the need for a new list upon expiration. Chairman Moran stated we would start the process of creating a new list in the September meeting. The Town Manager left the meeting.

2) Discussion, consideration and action relative to the Assistant Library Director being added to the Classification Plan.

This issue will be going in front of the Town Council via a memo from Chairman James Moran to the Town Council with the Classification Plan attached showing the proposed change to include the Assistant Library Director position. Further discussion has been table until the September meeting.

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

Tabled.

4) Discussion, consideration and action relative to further discussion regarding charging for tests.

This issue has been sent to the Town Council for their consideration on August 11, 2010. Further discussion has been tabled until the September meeting when we will discuss implementation of fees.

NEW BUSINESS:

5) Discussion, consideration and action relative to the Financial Aide Eligibility list being extended.

Please see the narrative preceding item 2) above.

COMMUNICATIONS:

GENERAL DISCUSSION:

The Executive Assistant was asked to put the CCRI skills testing scores next to the written test scores from the recent Administrative Aide testing for new ranking by the Personnel Board.

ADJOURN:

Motion to adjourn at 9:35 a.m. was made by Valerie Leduc and seconded by Paul MacDonald. Voting 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).