

**Minutes** of the Personnel Board of the Town of Burrillville held Tuesday, December 14, 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 excused

**MEMBERS ABSENT:** None

**CALL TO ORDER:** The meeting was called to order at 8:36 a.m.

**APPROVAL OF MINUTES:**

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

**Motion** to approve the November 9, 2010 minutes and dispense with reading of said minutes was made by Paul MacDonald and seconded by Valerie Leduc. Voting was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Paul MacDonald.

**APPROVAL OF INVOICES / EXPENDITURES:**

- 2) Discussion, consideration and action relative to the Call invoice in the amount of \$364.24 received on November 9, 2010 for advertising the Financial Aide eligibility test on October 10, 12, 14 & 15, 2010.

**Motion** to approve the Bargain Buyer invoice in the amount of \$364.24 received on November 9, 2010 for advertising the Financial Aide eligibility test on October 10, 12, 14 & 15, 2010 was made by Paul MacDonald and seconded by Valerie Leduc. Voting was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Paul MacDonald.

- 3) Discussion, consideration and action relative to the CPS invoice in the amount of \$568.10 received on November 15, 2010 for Financial Aide eligibility test rental for exam given on November 9, 2010.

**Motion** to approve the CPS invoice in the amount of \$568.10 received on November 15, 2010 for Financial Aide eligibility test rental for exam given on November 9, 2010 was made by Paul MacDonald and seconded by Valerie Leduc. Voting was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Paul MacDonald.

**CITIZEN COMMENT:**

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

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

Tabled

- 5) Discussion, consideration and action relative to the results of administration and scoring of the Financial Aide eligibility test.

Implementing fees for testing went well. All applicants who signed up showed up for the testing. The passing rate is the same as for other exams.

**NEW BUSINESS:**

- 6) Discussion, consideration and action relative to whether "current CDL license is required at the time of hire" should be added to the advertisement for the next Diver/Laborer/Operator exam.

The Executive Assistant was asked to review the CDL policies in the Council 94 agreement and to bring a copy of the job description to the next meeting so that this issue can be revisited.

- 7) Discussion, consideration and action relative to the Status of Lists. The Probationary Police list expired on December 6, 2010. Promotional testing will need to be done in the first 120 days of 2011.

We will be advertising the eligibility test for the position of Probationary Police Officer in mid January, requesting résumés and/or applications are returned by the middle to end of February. Spring break in March is the goal for testing at CCRI or Bryant University. The Executive Assistant was asked to check fees and availability for the track, pool, life guard and a room for the written exam at both colleges.

Testing for the Promotional Police process should be posted. The testing will be scheduled for Tuesday, April 12<sup>th</sup> at 8:30 a.m. during the regular meeting time period.

- 8) Discussion, consideration and action relative to the Rhode Island League of Cities and Towns Annual Convention scheduled for January 27, 2011.

Valerie Ann Leduc and Chairman James Moran will attend the Rhode Island League of Cities and Towns 11<sup>th</sup> Annual Convention representing the Personnel Board.

- 9) Discussion, consideration and action relative to the memo from Chairman James Moran to the Town Council regarding the implementation of fees for testing.

This memo will go out today.

- 10) Discussion, consideration and action relative to having dispatcher applicants bring in a copy of their driver's license when they come in for testing.

The Board unanimously agreed that they do not think it is appropriate for the Personnel Board to require that applicants bring in a copy of their driver's license at the time of testing. More than half of the applicants do not pass the test. The Board feels that after an applicant passes the eligibility test and gets on the dispatcher list and they are called in for an interview, they should then be told to bring in a license. No vote was taken.

#### **COMMUNICATIONS:**

#### **GENERAL DISCUSSION:**

#### **ADJOURN:**

**Motion** to adjourn at 9:20 a.m. was made by Paul MacDonald and seconded by Valerie Leduc. Voting was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Paul MacDonald.

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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).