

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, January 11, 2011 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 8:45 a.m.

**APPROVAL OF MINUTES:**

1) Approval of December 14, 2010 meeting minutes and dispense with reading of said minutes.

**Motion** to approve the December 14, 2010 minutes and dispense with reading of said minutes was made by Paul MacDonald and seconded by Charlotte Gabrielson. Voting was unanimous. Voting in favor were Chairman James Moran, Charlotte Gabrielson and Paul MacDonald.

**APPROVAL OF INVOICES / EXPENDITURES:**

None

**CITIZEN COMMENT:**

None

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

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

Tabled

3) 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.

After review of the current job description, it was decided that the above phrase will be added to future advertisements for the position of Driver/Laborer/Operator.

4) Discussion, consideration and action relative to the Probationary Police process.

Chairman James Moran instructed the Executive Assistant to run the advertisement in the Valley Breeze, The Call, the Bargain Buyer, on our website, on Craig's List and the three college websites who have a Criminal Justice or Law Enforcement Degree program.

5) Discussion, consideration and action relative to the Promotional Police process.

Chairman James Moran will pick a test at the next meeting so that the Executive Assistant can get the list of study materials out to the eligible officers prior to February 12, 2011.

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

A memo was sent to the Town Council from Chairman James Moran regarding the implementation of fees for testing. There were no responses from the Town Council.

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

Lt. Guglietta was informed of the Board's decision denying this request.

**NEW BUSINESS:**

**COMMUNICATIONS:**

**GENERAL DISCUSSION:**

There was a brief reminder that the RI League of Cities and Towns Annual Convention will be Thursday, January 27, 2011. It was decided that the Personnel Board will be keeping their meetings on the second Tuesday of the month in the morning at 8:30 a.m. The Annual calendar will be posted with the Secretary of State's Office. The budget will remain the same as last year.

**ADJOURN:**

**Motion** to adjourn at 9:33 a.m. was made by Valerie Leduc and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc, Paul MacDonald and Charlotte Gabrielson.

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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).