

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, March 8, 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 (Valerie Leduc arrived a few minutes late with permission)

**CALL TO ORDER:** The meeting was called to order at 8:37 a.m.

**APPROVAL OF MINUTES:**

1) Approval of February 8, 2011 meeting minutes and dispense with reading of said minutes.

**Motion** to approve the February 8, 2011 minutes and dispense with the reading of said minutes was made by Paul MacDonald and seconded by Charlotte Gabrielson. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Charlotte Gabrielson.

**APPROVAL OF INVOICES / EXPENDITURES:**

2) Discussion, consideration and action relative to the Valley Breeze invoice in the amount of \$198.00 for advertising the Probationary Police eligibility test on February 3, 2011.

**Motion** to approve the Valley Breeze invoice in the amount of \$198.00 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 Bargain Buyer invoice in the amount of \$212 for advertising the Probationary Police Officer testing on February 2 & 9, 2011 in both editions.

**Motion** to approve the Bargain Buyer invoice in the amount of \$212 was made by Valerie Leduc and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Chairman James Moran, Valerie Leduc and Paul MacDonald.

4) Discussion, consideration and action relative to the invoice for the accommodations at CCRI for the upcoming Probationary Police Officer testing in the amount of \$450.

**Motion** to approve the invoice for the accommodations at CCRI in the amount of \$450 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:** None

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

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

After the February Personnel Board meeting Chairman James Moran met with Town Manager, Michael C. Wood to review the policies and benefits. A comparison spreadsheet was done by the Deputy Treasurer outlining those differences. Additional meetings are upcoming with the Library Director and the Board of Trustees.

- 6) Discussion, consideration and action relative to the Probationary Police process.
- a) Advertising – **Advertising with the Department of Labor and Training greatly increased our applicant count.**
  - b) CCRI Field house – **gym with weight room, pool and Lecture Hall # 2710 have been reserved for testing on March 20<sup>th</sup>.**
  - c) Applicants thus far – **There were 80 applicants in total - 49 applicants responded with a test materials fee.**
  - d) Miscellaneous – **Testing will begin at 9 a.m. on Sunday, March 20<sup>th</sup> at CCRI Lincoln.**
- 7) Discussion, consideration and action relative to the Promotional Police process.

The next meeting will be April 19<sup>th</sup> to accommodate promotional testing.

**NEW BUSINESS:**

**COMMUNICATIONS:**

**GENERAL DISCUSSION:**

**ADJOURN:**

**Motion** to adjourn at 9:17 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.

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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).