

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, May 10, 2011 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

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

MEMBERS ABSENT: Valerie Leduc excused

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

APPROVAL OF MINUTES:

1) Approval of April 19, 2011 meeting minutes and dispense with reading of said minutes.

Motion to approve the April 19, 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 \$299.00 for advertising the Tax Assessor position on April 21, 2011.

Motion to approve the Valley Breeze invoice in the amount of \$299.00 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.

3) Discussion, consideration and action relative to the CPS Human Resources Services invoice in the amount of \$404.80 for the Police Sergeant promotional testing materials.

Motion to approve the CPS Human Resources Services invoice in the amount of \$404.80 was made by Charlotte Gabrielson and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Charlotte Gabrielson.

4) Discussion, consideration and action relative to the CPS Human Resources Services invoice in the amount of \$345.40 for the Police Lieutenant promotional testing materials.

Motion to approve the CPS Human Resources Services invoice in the amount of \$345.40 was made by Charlotte Gabrielson and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Charlotte Gabrielson.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

5) Discussion, consideration and action relative to the retirement of a mechanic with the Department of Public Works.

We will use a composite test limited to 100 questions in order to keep the test to 2 hours. CPS is the only test rental agency to offer a mechanics test. We will find out if CPS can hold a composite test that we create for future use before the next meeting. Paul MacDonald will check to see if we can get a diesel mechanic test from New England Tech.

The Director of Public Works, Jeff McCormick joined the meeting. He discussed the mechanics job description. Mr. McCormick stated that he would like to get the process going but feels this position may not be in the budget for FY2012. He asked if we can post the position and establish a list to keep for the next three years even if we don't fill the position now. Mr. McCormick was asked to join us again next month after this issue is discussed

with the administration and after further progress is made with the budget. Mr. McCormick would like to establish our own exam geared to this department's specific needs.

Mr. McCormick stated that two foremen may retire in October. A few Driver/Laborer/Operators have passed the foreman's test. Mr. McCormick asked if a foreman was busted back to D/L/O but has passed the test for foreman, is he now eligible again for the foreman position. The Personnel Board felt this is a question for the administration not the Personnel Board.

6) Discussion, consideration and action relative to the Tax Assessor hiring process.

The Personnel Board's discussion focused on our Interim Tax Assessor. She has been serving the Town well as the Assistant Tax Assessor and has been made Interim Tax Assessor. Interviews will be on May 23rd starting at 9:00 a.m. and will be scheduled every 20 minutes. We will inform Valerie Leduc of this interview time.

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

Tabled until the next meeting.

NEW BUSINESS:

8) Discussion and consideration related to the results from the candidates' exams for the position of Police Sergeant and Lieutenant.

Grades have been sent.

COMMUNICATIONS:

9) Discussion, consideration and action relative to the Assistant Tax Assessor being appointed Acting Tax Assessor during the interim period.

Received and filed.

GENERAL DISCUSSION:

Sheila Bliven, Department of Labor and Training will be joining our June meeting to share with us what the Department can do for us.

ADJOURN:

Motion to adjourn at 9:37 a.m. was made by Charlotte Gabrielson and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald 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).