

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, June 14, 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:

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

APPROVAL OF MINUTES:

1) Approval of May 10, 2011 meeting minutes and dispense with reading of said minutes.

Motion to approve the May 10, 2011 minutes and dispense with the reading of said minutes was made by Paul MacDonald and seconded by Chairman James Moran. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Charlotte Gabrielson. Valerie Leduc was excused from the May meeting therefore abstained from voting on this issue.

APPROVAL OF INVOICES / EXPENDITURES:

None

CITIZEN COMMENT:

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

9:00 a.m. Sheila Bliven joined the meeting to review a packet of information geared toward employers. She covered issues, such as, tax credits, grants, job fairs & expos, skills testing, advertising, employment posters and direct phone numbers for employers to contact various departments within DLT's jurisdiction. All services provided by the Department of Labor and Training are at no charge. Ms. Bliven left us with several packets of information for employers to pick up.

UNFINISHED BUSINESS to be considered and acted on:

Prior to Sheila Bliven's arrival, the Personnel Board discussed item # 3 below. When she left the room the Personnel Board resumed the meeting with item #4.

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

a. Can CPS hold a composite test that we create for future use?

CPS can hold a semi-stock test that we create. It is kept as an "agency test". When we use our "agency test" again, it costs less than a semi-stock test but more than an "off the shelf" stock exam.

b. Does New England Tech have a diesel mechanic's test?

Paul MacDonald contacted N.E. Tech. They do not teach a course for diesel mechanics nor do they have access to a diesel mechanic's test.

c. Can we establish our own exam for the position of mechanic?

Yes, establishing our own exam is something we can do however the board chose to create a semi-stock test from CPS and have them hold it as an agency test.

d. Can we start the process of posting and testing for the mechanic?

With the Town Manager's permission, we will post in August, test in September and fill the position in October. The Director of Public Works will choose 100 questions from the CPS semi-stock mechanic's test in order to keep the test to one hour.

e. Approval of the updated position description.

The Director of Public Works will submit the updated position description prior to the next agenda.

- 4) Discussion, consideration and action relative to the Tax Assessor hiring process – interview results.

The Acting Tax Assessor, Susan Makar submitted a letter stating her intentions if she became Assessor, at the request of the administration, in lieu of an interview. The results of the interviews and action plan from the Acting Tax Assessor are still being discussed by the administration.

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

The Jesse M. Smith Memorial Library Board of Trustees has re-written their policies to more closely reflect the Town's policies. Chairman James Moran will review them with the administration. Tabled for further discussion at a future meeting.

NEW BUSINESS:

- 6) Discussion, consideration and action relative to the Deputy Town Clerk's position.

Posting for Deputy Town Clerk has been on hold pending revision of the test for this position. Administrative Aide for the Clerk's office was posted. No union members signed the posting. The next three names on the eligibility list will be furnished to the Town Clerk as she requested.

- 7) Discussion, consideration and action relative to the RI Municipal Police Academy's New Fitness Standards.

The RI Municipal Police Academy's New Fitness Standards will take effect in July 2012. We may have to retest candidates still on the list at that time before names can be supplied to the Chief of Police.

COMMUNICATIONS:

None

GENERAL DISCUSSION:

The Administrative Aide position for the Clerk's office will be filled as soon as possible in order to fill the staffing shortage. The Town Clerk is finishing updating the test and job description for Deputy Town Clerk. The Personnel Board will set a date for the Deputy Clerk's test at the next meeting.

ADJOURN:

Motion to adjourn at 9:50 a.m. 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.

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).