

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, July 12, 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: Charlotte Gabrielson was excused. Paul MacDonald was late but joined the meeting at 8:42 a.m.

CALL TO ORDER: The meeting was called to order at 8:40 a.m.

APPROVAL OF MINUTES:

1) Approval of June 14, 2011 meeting minutes and dispense with reading of said minutes.

Motion to approve the June 14, 2011 minutes and dispense with the reading of said minutes was made by Valerie Leduc and seconded by Chairman James Moran. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Valerie Leduc. Paul MacDonald joined the meeting as the vote was being taken.

APPROVAL OF INVOICES / EXPENDITURES:

None

CITIZEN COMMENT:

Jeff McCormick, Director of Public Works joined the meeting.

UNFINISHED BUSINESS to be considered and acted on:

2) Discussion, consideration and action relative to the mechanic's position with the Department of Public Works.

- a. Progress regarding CPS composite test questions being reviewed and a 100 question test being created
The Director of Public Works went through a sample test from our test rental agency and chose 100 questions that were geared toward the vacant mechanic's job with the town garage. The test rental agency will create a test for us using those questions. The test will be kept by the company for our future use as an "Agency Test".
- b. Posting of the mechanics position
One current, union employee signed the posting for the position – a Driver/Laborer/Operator.
- c. Posting of the mechanics test
The posting for the mechanics test will go up within the next couple of days and will include the date and time of the test. The Personnel Board chose to give this test during the next meeting on August 9, 2011 at 8:30 a.m.
- d. Approval of the updated position description
The position description was accepted as updated. Motion to accept the description was made by Chairman James Moran. The motion was seconded by Valerie Leduc. Paul MacDonald voted in the negative and asked that the record shows his negative vote was because he feels there should be union involvement in changing a union job description. Discussed again in item #6.

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

Susan Makar, Assistant Tax Assessor (currently Acting Tax Assessor) was appointed to the position of Tax Assessor.

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

Two of the applicants for the Tax Assessor position were offered the position of Assistant Tax Assessor. Both turned down the position. We need to advertise for the position of Assistant Tax Assessor. The Board reviewed and revised the last ad and asked that the advertisement go out as amended with the application due date of June 29th so interviews can be set up for the August 9th meeting. The updated position description will also be reviewed on August 9th.

5) Discussion, consideration and action relative to the Administrative Aide's position in the Town Clerk's office.

The request for the next three names on the Administrative Aide list came from the Town Clerk and the following correspondence was included in the Board's agenda packet: memo furnishing the next three names to the Clerk, memo from the Clerk asking that we make a conditional offer to one of the three candidates interviewed, conditional offer letter to said candidate and a copy of one of the letters sent to the other applicants who were interviewed. All memos and letters were received and filed.

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

There were four current union employees for this position. The closing date for internal applicants was June 30, 2011.

The Town Clerk was asked to join the meeting. The Personnel Board decided that the hiring manager will administer this test. The Board asked if there were any changes to the job description. Because the description was updated, the Board wants to see copies of the old and new job description for this position as well as the Mechanic and the Assistant Tax Assessor.

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

Tabled

NEW BUSINESS:

None

COMMUNICATIONS:

None

GENERAL DISCUSSION:

None

ADJOURN:

Motion to adjourn at 9:42 a.m. was made by Valerie Leduc and seconded by Chairman James Moran. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Valerie Leduc.

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).