

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, December 20, 2011 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Chairman James Moran, Valerie Leduc, and Paul MacDonald

MEMBERS ABSENT: Charlotte Gabrielson

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

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the November 8, 2011 meeting minutes and dispense with the reading of said minutes.

Motion to approve the November 8, 2011 minutes was made by Paul MacDonald and seconded by Valerie Leduc. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Valerie Leduc.

APPROVAL OF INVOICES / EXPENDITURES:

None

CITIZEN COMMENT:

None

UNFINISHED BUSINESS to be considered and acted on:

- 2) Discussion, consideration and action relative to updating the position description for the Deputy Town Clerk.

Motion to approve the updated position description was made by Paul MacDonald and seconded by Valerie Leduc. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Valerie Leduc.

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

Tabled

NEW BUSINESS:

- 4) Discussion, consideration and action relative to the Town Clerk's job description containing language that covers oversight of the election process.

Received and filed.

- 5) Discussion relative to the Police Department hiring a Probationary Police Officer.

Chairman Moran updated the board stating that candidates who have already attended and passed the Rhode Island Municipal Police Academy can be appointed by the Town Manager per the F.O.P. Union contract language and Town Ordinance. Future discussions may be had concerning advertising for qualified candidates.

6) Discussion, consideration and action relative to filling the Working Foreman position for the Department of Public Works.

Tabled. Future discussions may be had concerning the process.

7) Discussion, consideration and action relative to appointing a temporary chairman.

Discussion concluded with no appointment of a temporary Chairperson.

8) Discussion, consideration and action relative to the schedule of meetings for 2012.

Motion to approve the schedule of meetings for 2012 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.

Chairman James Moran will return for the April meeting.

COMMUNICATIONS:

GENERAL DISCUSSION:

Chairman James Moran requested that the Municipal Salary Survey be brought to the next meeting for the purpose of reviewing salaries to insure competitiveness.

ADJOURN: The meeting adjourned at 9:05 a.m.

Board Member

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).