

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, March 20, 2012 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

**MEMBERS PRESENT:** Paul MacDonald and Charlotte Gabrielson – Alternate Member

**MEMBERS ABSENT:** Chairman James Moran and Valerie Leduc excused

**CALL TO ORDER:**

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the approval of the January 10, 2012 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the minutes of the January 10, 2012 meeting minutes and dispense with the reading of said minutes was made by Charlotte Gabrielson and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Paul MacDonald and Charlotte Gabrielson.

- 2) Discussion, consideration and action relative to the approval of the February 13, 2012 meeting minutes and dispense with the reading of said minutes.

Tabled (Only one voting member that was present for the February meeting was present today.)

**APPROVAL OF INVOICES / EXPENDITURES:**

None

**CITIZEN COMMENT:**

None

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

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

Research where this issue stands and have JMS and Town Manager make a recommendation as to how this Board could assist.

- 4) Discussion, consideration and action relative to the Municipal Salary Survey.

Continue to the next meeting.

- 5) Discussion, consideration and action relative to the Rhode Island Municipal Police Academy in reference to their recruitment and testing changes.

**Motion** to revise the "Recruitment and Hiring Protocol" to have more general advertising use "local papers and on-line" in place of "Providence Journal, Woonsocket Call and Bargain Buyer" was made by Charlotte Gabrielson and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Paul MacDonald and Charlotte Gabrielson.

Be sure most updated "Recruitment and Hiring Protocol" is used.

Match our checklists to the Municipal Academy's requirements. Work with Major Guglietta to ensure the "Recruitment and Hiring Protocol" is consistent with the F.O.P. agreement.

**NEW BUSINESS:**

- 6) Discussion, consideration and action relative to the Budget Board's recommendation of the Personnel Board's Budget.

Received and filed. Level funded at \$10,901.

- 7) Discussion, consideration and action relative to the status of lists.

**Motion** was made by Charlotte Gabrielson and seconded by Paul MacDonald that due to the hiring freeze and budget considerations current lists will be extended and testing will be done when necessary. Voting was unanimous. Voting in favor were Paul MacDonald and Charlotte Gabrielson.

**COMMUNICATIONS:**

**GENERAL DISCUSSION:**

**ADJOURN:**

**Motion** to adjourn the meeting at 10:05 a.m. was made by Charlotte Gabrielson and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Paul MacDonald and Charlotte Gabrielson.

\_\_\_\_\_  
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).