

MIUNTES of the Personnel Board of the Town of Burrillville held Tuesday, July 10, 2012 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: None

CALL TO ORDER: The meeting was called to order at 8:42 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the June 12, 2012 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the June 12, 2012 meeting with one amendment and dispense with the reading of said minutes was made by Valerie Leduc and seconded by James Moran. Voting was unanimous. Voting in favor of the minutes were Chairman James Moran, Valerie Leduc, Paul MacDonald and Charlotte Gabrielson.

APPROVAL OF INVOICES / EXPENDITURES:

None

CITIZEN COMMENT: None

UNFINISHED BUSINESS to be considered and acted on:

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

Still under review - continue.

- 3) Discussion, consideration and action relative to the making sure our written advertisement reflects current policies and procedures.

Still under review - continue.

NEW BUSINESS:

- 4) Discussion, consideration and action relative to the merger of services with the Department of Public Works and the Parks and Recreation Department.

Discussion ensued relative to the merger of services between the Department of Public Works and the Parks and Recreation Department. A part-time special events coordinator position will be established, a job description for this position will be furnished to the Personnel Board for review.

Motion to approve the reorganization of services of the Parks and Recreation Department appointing the Director of Public Works and Engineering Services to hold the additional title of Director of Parks and Recreation was made by Paul McDonald and seconded by James Moran. Voting was unanimous.

5) Discussion, consideration and action relative to the current job postings.

The Personnel Board was updated by the clerk to the board.

COMMUNICATIONS:

6) Discussion, consideration and action relative to the correspondence from the Town Clerk regarding the Jobs Bill for Veterans.

Received and filed.

7) Discussion, consideration and action relative to the Volunteer Appreciation Day.

The event was nicely done. A thank you card was sent. Hope for growing attendance in future years of this event.

GENERAL DISCUSSION:

Place consideration for veterans on the next agenda.

ADJOURN:

Motion to adjourn the meeting at 9:44 a.m. was made by James Moran and seconded by Valerie Leduc. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald, Valerie Leduc 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).