

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, August 14, 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

MEMBERS ABSENT: Charlotte Gabrielson - excused

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 July 10, 2012 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the July 10, 2012 meeting minutes and dispense with the reading of said minutes 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.

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.

Tabled until the 2012 Salary Survey is published.

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

Tabled

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

Chairman Moran updated the Board.

- 5) Discussion, consideration and action relative to the recent job postings and the process of filling those positions – status of lists.

The Board was updated as follows:

- Administrative Aide interview report
- Police Department dispatcher interview memo
- Status of list reviewed

NEW BUSINESS:

6) Discussion, consideration and action relative to consideration for Veterans.

Tabled until we have researched more information on how to give consideration to Veterans.

COMMUNICATIONS:

GENERAL DISCUSSION:

Next meeting September 11th

ADJOURN:

Motion to adjourn the meeting at 9:15 a.m. 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 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).