

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, October 9, 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 8:55 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the September 11, 2012 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the September 11, 2012 meeting minutes and dispense with the reading of said minutes was made by Paul MacDonald and seconded by Chairman James Moran.

APPROVAL OF INVOICES / EXPENDITURES:

None

CITIZEN COMMENT:

None

UNFINISHED BUSINESS to be considered and acted on:

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

Tabled

- 3) Discussion, consideration and action relative to the recent process of filling positions – status of lists.

Discussions related to the status of lists:

- Possibility of requiring a CDL when testing for the position of Driver/Laborer/Operator – invite the Director of Public Works to the November meeting.
- The position of Laborer in the Union contract – bring the Council 94 contract to the next meeting.
- Posting the Promotional Police Exams in December possibility of including the position of Major – invite Major Guglietta to the November meeting and ask him to bring an organizational chart. Bring the FOP agreement to the next meeting.
- Discussed extending the Administrative Aide, Driver/Laborer/Operator Eligibility lists for 6 months.

Motion to extend the Administrative Aide, Driver/Laborer/Operator Eligibility lists for 6 months was made by Valerie Leduc and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Valerie Leduc, Paul MacDonald, Chairman James Moran and Charlotte Gabrielson.

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

After some discussion Chairman Moran asked the Clerk to the Personnel Board to obtain information from the RI League of Cities and Towns and other RI municipalities to find out what the other communities are doing to give Veterans consideration during the hiring process.

NEW BUSINESS:

5) Discussion, consideration and action relative to the Police Department vacancies.

The Police Department vacancies were discussed. Two candidates remain on the eligibility list. Discussion continued revolving around the possibility of doing the Promotional Police Testing in town separately or at CCRI in conjunction with the Probationary Police testing.

6) Discussion, consideration and action relative to the resignation of the Information Systems Analyst.

A special meeting will be held on Tuesday, October 30, 2012 at 8:30 a.m. to review applications – bring job description and advertisement. Names will be chosen for interviews and interviews will be set up for the morning of November 13th following the regular meeting.

COMMUNICATIONS:

7) Correspondence relative to the Police Department resignation and vacancies.

Received and filed.

GENERAL DISCUSSION:

ADJOURN:

Motion to adjourn the meeting at 9:45 a.m. was made by Paul MacDonald and seconded by Valerie Leduc. Voting was unanimous. Voting in favor were Paul MacDonald, Valerie Leduc, Chairman James Moran 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).