

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, November 13, 2012 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 – Alternate Member was excused

**OTHERS PRESENT:** Mr. Jeffrey McCormick, Director of Public Works and Engineering Services and Major Lareto Guglietta, Executive Officer Burrillville Police Department

**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 October 9, 2012 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the minutes of the October 9, 2012 meeting minutes and dispense with the reading of said minutes was made by Paul MacDonald and seconded by Chairman James Moran. Voting was unanimous.

- 2) Discussion, consideration and action relative to the approval of the October 30, 2012 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the minutes of the October 30, 2012 meeting minutes and dispense with the reading of said minutes was made by Paul MacDonald and seconded by Chairman James Moran. Voting was unanimous.

**APPROVAL OF INVOICES / EXPENDITURES:**

- 3) Discussion, consideration and action relative to the Bargain Buyer invoice in the amount of \$132.00 to advertise the position of Information Systems Analyst.

**Motion** to approve the Bargain Buyer invoice in the amount of \$132.00 to advertise the position of Information Systems Analyst was made by Paul MacDonald and seconded by Chairman James Moran.

- 4) Discussion, consideration and action relative to the Call invoice in the amount of \$519.82 to advertise the position of Information Systems Analyst.

**Motion** to approve the Call invoice in the amount of \$519.82 to advertise the position of Information Systems Analyst was made by Paul MacDonald and seconded by Chairman James Moran.

**CITIZEN COMMENT:**

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

- 5) Discussion, consideration and action relative to the position of Driver/Laborer/Operator.

Mr. Jeffrey McCormick, Director of Public Works and Engineering Services was asked to comment on the following items. His responses are listed below.

**a) Should a Driver/Laborer/Operator have a CDL at the time of testing?**

Yes, it would save a lot of time during the interview process and would eliminate confusion over the requirements for this position. Applicants who don't possess a CDL at time of testing may be able to acquire one before we have an opening but would not have the necessary experience for the job.

**b) Are any other licenses needed?**

A backhoe/pay loader license should also be required. He needs his employees to be licensed and have the ability to be put on whatever job necessary.

**c) Do we have need for an unlicensed laborer position?**

No, Mr. McCormick feels that all his employees should be licensed and have the ability to work on all of the equipment. It should be discussed with the Council 94 Union about removing the positions of "Laborer" and "Laborer/Driver" from the list of positions in the union contract. Mr. McCormick will research when the last time those positions were held by employees in his department.

**d) The Board will be extending the Driver/Laborer/Operator eligibility list out six months.**

Mr. McCormick stressed the importance of having a fresh list of candidates and asked that the Board please reconsider the decision to extend the current list. Mr. McCormick continued to advise that most of the candidates on the list don't have the backhoe/pay loader license as it wasn't advertised for during the last process and that CDL licenses do expire. Mr. McCormick had already informed many potential candidates that the new test would be advertised in February. He stated that revising this 3 year testing schedule would not be advisable.

- 6) Discussion, consideration and action relative to the Police Department positions.

Major Lareto Guglietta, Executive Officer Burrillville Police Department was asked to comment on the following items. His responses are listed below.

**a) Recommendations for the establishment of testing for the position of Major.**

Yes, we need to include promotional testing for the position of Major. Major Guglietta stated that we need to test according to the Fraternal Order of Police contract as the position of Major is currently a union position.

**b) Discussion of the feasibility of extending the Probationary Police Officer testing out six months.**

The Major said we could wait until we see the need as the department is currently conducting interviews.

**c) If we don't extend the testing period for Probationary Police Officer, discussion on doing the promotional testing with the Probationary Police officer testing at CCRI.**

Promotional testing must be held in town as some of the officers may be testing during their shift. This has always been the past practice.

**d) Review of the current police department organizational chart.**

The organizational chart was reviewed and accepted.

**NEW BUSINESS:** None

**COMMUNICATIONS:** None

**REQUEST FOR EXECUTIVE SESSION:**

An Executive Session is requested pursuant to Rhode Island Open Meeting Law [42-46-5 (a)(5)] for review, discussion and considerations related to the Information Systems Analyst interviews.

The Board entered into Executive Session at 9:05 a.m.

**Motion** to adjourn Executive Session at 11:13 a.m. and return to regular session was made by Valerie Leduc and seconded by Chairman James Moran to adjourn Executive Session at 11:13 a.m. and return to regular session. Voting was unanimous.

**GENERAL DISCUSSION:**

**ADJOURN:**

**Motion** to adjourn the meeting at 11:15 a.m. was made by Valerie Leduc and seconded by Chairman James Moran. Voting was unanimous.

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Chairman James H. Moran

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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).