

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, February 12, 2013 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Valerie Leduc, Paul MacDonald and Charlotte Gabrielson

MEMBERS ABSENT: Chairman James Moran has been excused.

CALL TO ORDER: The meeting was called to order at 8:52 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the January 8, 2013 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the January 8, 2013 meeting was made by Charlotte Gabrielson and seconded by Valerie Leduc. Voting was unanimous.

Acting Chairman, Paul MacDonald asked that we move item 13 to the front of this agenda as Jeff McCormick, Director of Public Works was present for this discussion.

APPROVAL OF INVOICES / EXPENDITURES:

- 2) **Motion** to approve the invoice from the Bargain Buyer dated January 16, 2013 for the Information Systems Analyst position was made by Valerie Leduc and seconded by Charlotte Gabrielson. Voting was unanimous.
- 3) **Motion** to approve the invoice from the Bargain Buyer dated January 16, 2013 for advertising the Chief of Police position was made by Valerie Leduc and seconded by Charlotte Gabrielson. Voting was unanimous.
- 4) **Motion** to approve the invoice from the Providence Journal dated January 13, 2013 for advertising the Chief of Police position was made by Valerie Leduc and seconded by Charlotte Gabrielson. Voting was unanimous.
- 5) **Motion** to approve the invoice from CCRI invoice dated January 14, 2013 for use of the pool, gym and testing room on Saturday, March 16, 2013 was made by Valerie Leduc and seconded by Charlotte Gabrielson. Voting was unanimous.

CITIZEN COMMENT: None

UNFINISHED BUSINESS to be considered and acted on:

- 6) **Motion** was made to table discussion of our written advertisement by Valerie Leduc and seconded by Charlotte Gabrielson. Voting was unanimous.
- 7) **Motion** was made to table discussion of the Municipal Salary Survey by Valerie Leduc and seconded by Charlotte Gabrielson. Voting was unanimous.

8) The Board will informally ask the Town Council if they want the Personnel Board to continue to pursue the issue relative to giving additional/extra credit to honorably discharged Veterans who pass the test on their own merit.

9) Discussion, consideration and action relative to the Status of Lists.

Testing for the positions of Driver/Laborer/Operator and Administrative Aide will be discussed next month during the regular meeting.

Motion was made by Valerie Leduc and seconded by Paul MacDonald to extend the Dispatcher list six month to August 9, 2013. The list was due to expire on February 9, 2013. Voting was unanimous.

10) Discussion, consideration and action relative to the Promotional Police testing.

Call a test rental agency to see if we can secure a promotional test for the position of Major and secure a test for the positions of Lieutenant and Sergeant. Promotional testing for all ranks will be given on April 9, 2013 from 9:30 a.m. – 1:30 p.m.

11) Discussion, consideration and action relative to Probationary Police Officer testing.

Major Guglietta will be asked to update the Probationary Police Officer job description.

Testing is scheduled for March 16, 2013 from 9 a.m. to 5 p.m. at CCRI in Lincoln. The written exam will be conducted first and Major Guglietta will join us at 11:30 a.m. or earlier if we can use the pool earlier.

The Executive Assistant was asked to advertise for testing for Probationary Police with a cutoff date of February 27th and to send letters to the candidates with instructions on where and when the testing will be and what they should bring. Email the Personnel Board members a draft of the letter for review and comment.

Valerie Leduc and Charlotte Gabrielson will come on to Town Hall March 1, 2013 to help get out the Probationary Police letters.

12) Discussion, consideration and action relative to the Information Systems Analyst.

The Board reviewed the applications. Ed Pienkos, Information Systems Manager was asked to join the meeting. The Executive Assistant was asked to set up five interviews twenty minutes apart on March 19th after the meeting.

13) Discussion, consideration and action relative to Driver/Laborer/Operator testing.

Motion was made by Charlotte Gabrielson and seconded by Valerie Leduc to accept the changes made to the Driver/Laborer/Operator test. The answer key will be double checked for accuracy. Discussions on this test will continue next month.

14) Discussion, consideration and action relative to the Chief of Police search.

The Personnel Board will review the applications for the position of Chief of Police and advance six names to the Town Manager for consideration. A member of the Personnel Board will possibly sit in on the interviews.

REQUEST FOR EXECUTIVE SESSION:

15) Request for Executive Session from Paul MacDonald pursuant to Rhode Island Open Meeting Law [42-46-5 (a)(1)] for discussion and considerations related to job performance of applicants for the position of Chief of Police and Information Systems Analyst.

Motion was made to go into Executive Session by Paul MacDonald and seconded by Charlotte Gabrielson. Voting was unanimous.

The Board reviewed the applications in Executive Session.

Motion was made to come out of Executive Session by Charlotte Gabrielson and seconded by Valerie Leduc. Voting was unanimous.

NEW BUSINESS: None

COMMUNICATIONS: None

GENERAL DISCUSSION:

The next meeting will be March 19, 2013 at 8:30 a.m. The Executive Assistant was asked to post the change of meeting dates.

ADJOURN:

Motion to adjourn the meeting at 12:37 p.m. was made by Charlotte Gabrielson and seconded by Valerie Leduc. Voting was unanimous.

Acting Chairman, Paul MacDonald

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).