

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, April 9, 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 – Alternate Member

MEMBERS ABSENT: None

CALL TO ORDER: The meeting was called to order at 8:37 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the February 12, 2013 meeting minutes and dispense with the reading of said minutes.

Valerie Leduc made a motion to approve the amended minutes as noted. Charlotte Gabrielson seconded that motion. The vote was unanimous.

- 2) Discussion, consideration and action relative to the approval of the February 21, 2013 meeting minutes and dispense with the reading of said minutes.

Paul MacDonald made a motion to approve the minutes. Charlotte Gabrielson seconded that motion. The vote was unanimous.

- 3) Discussion, consideration and action relative to the approval of the March 19, 2013 meeting minutes and dispense with the reading of said minutes.

Valerie Leduc made a motion to approve the amended minutes changing the first word to read "Minutes" not "Agenda". Charlotte Gabrielson seconded that motion. The vote was unanimous.

APPROVAL OF INVOICES / EXPENDITURES:

- 4) Discussion, consideration and action relative to the CPS HR Consulting invoice dated March 22, 2013 in the amount of \$740.10 for the Probationary Police Officer eligibility testing.

Charlotte Gabrielson made a motion to approve the CPS HR Consulting invoice. Valerie Leduc seconded the motion. The vote was unanimous.

CITIZEN COMMENT: None

UNFINISHED BUSINESS to be considered and acted on:

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

Charlotte Gabrielson made a motion to table discussion of this item. Valerie Leduc seconded the motion stating she will look through our advertisements and make our discrimination language uniform. The vote was unanimous.

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

Charlotte Gabrielson made a motion to table the discussion of the Municipal Salary Survey until we find out if the Town Council or Town Manager need any comparisons done. Valerie Leduc seconded the motion. The vote was unanimous.

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

Charlotte Gabrielson made a motion to table the discussion on consideration for Veterans. Paul MacDonald seconded the motion recommending we ask the Town Council if they would like us to continue considering this topic. The vote was unanimous.

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

Valerie Leduc made a motion to extend the Administrative Aide list for six months. Charlotte Gabrielson seconded the motion. The vote was unanimous.

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

Promotional Police testing will be today in Council Chambers.

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

The letters with the test results for the Probationary Police Officer testing have been sent.

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

A candidate has been hired for the position of Information Systems Analyst.

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

Advertisements have been placed and applications have started to be received for the Driver/Laborer/Operator testing.

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

A search committee has been established and interviews have been set up.

NEW BUSINESS:

14) Discussion, consideration and action relative to an event to mark the retirement of Chairman James Moran and to recognize his years of devoted service.

Paul MacDonald will talk with the Town Manager about having a small gathering to mark the retirement of former Chairman James Moran. It was suggested that the gathering include the Personnel Board, the Town Manager, members of the Town Council and of course, Chairman Moran and his wife.

15) Discussion, consideration and action relative to the election of officers for the Personnel Board.

Paul MacDonald was elected Chairman to the Personnel Board to replace Chairman James Moran.

COMMUNICATIONS:

16) Discussion related to an article on health care reform featuring Valerie Ann Leduc.

Received with Kudos.

REQUEST FOR EXECUTIVE SESSION:

17) 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 Promotional Police candidates.

Motion was made by Charlotte Gabrielson to enter into Executive Session at 9:16 a.m. Valerie Leduc seconded the motion. The vote was unanimous.

The vote to seal the minutes of Executive Session was unanimous.

No votes were taken in Executive Session.

The committee returned to regular session.

GENERAL DISCUSSION:

None

ADJOURN:

Motion was made by Charlotte Gabrielson to adjourn at 12:46 p.m. Valerie Leduc seconded the motion. The vote was unanimous.

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).