

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, May 14, 2013 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Paul A. MacDonald and Charlotte Gabrielson

MEMBERS ABSENT: Valerie Leduc - 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 April 9, 2013 meeting minutes and dispense with the reading of said minutes.

Charlotte Gabrielson made a motion to approve minutes as presented. Chairman, Paul A. MacDonald seconded that motion. The vote was unanimous.

APPROVAL OF INVOICES / EXPENDITURES:

- 2) Discussion, consideration and action relative to the CPS HR Consulting invoice dated April 9, 2013 in the amount of \$355.30 for the Police Officer Sergeant promotional testing.

Charlotte Gabrielson made a motion to approve the CPS HR Consulting invoice. Chairman, Paul A. MacDonald seconded the motion. The vote was unanimous.

- 3) Discussion, consideration and action relative to the CPS HR Consulting invoice dated April 9, 2013 in the amount of \$365.20 for the Police Officer Lieutenant promotional testing.

Charlotte Gabrielson made a motion to approve the CPS HR Consulting invoice. Chairman, Paul A. MacDonald seconded the motion. The vote was unanimous.

- 4) Discussion, consideration and action relative to the CPS HR Consulting invoice dated April 9, 2013 in the amount of \$696.30 for the Police Officer Major promotional testing.

Charlotte Gabrielson made a motion to approve the CPS HR Consulting invoice. Chairman, Paul A. MacDonald seconded the motion. The vote was unanimous.

- 5) Discussion, consideration and action relative to the Bargain Buyer invoice dated April 17, 2013 in the amount of \$220.00 for advertising the Driver, Laborer, Operator eligibility testing.

Charlotte Gabrielson made a motion to approve the Bargain Buyer invoice. Chairman, Paul A. MacDonald seconded the motion. The vote was unanimous.

CITIZEN COMMENT: None

UNFINISHED BUSINESS to be considered and acted on:

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

Tabled

- 7) 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 August when the new Municipal Salary Survey comes out. Chairman, Paul A. MacDonald seconded the motion. The vote was unanimous.

- 8) Discussion, consideration and action relative to consideration for Veterans.

Chairman, Paul A. MacDonald plans to send a short memo to the Town Council on this topic.

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

Chairman, Paul A. MacDonald made a motion to bring Kevin Brunelle onto the new Probationary Police officer list as he has passed the previous testing and was not disqualified but was unavailable for the position while he was deployed. Charlotte Gabrielson seconded the motion. The vote was unanimous.

Discussion regarding watching the status of list closely over the next few months, as we will be filling a few vacancies.

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

Charlotte Gabrielson made a motion to redo the Promotional Police testing on June 11, 2013 at 9:30a.m. after the regular Personnel Board meeting. Chairman, Paul A. MacDonald seconded the motion. The vote was unanimous.

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

The executive assistant was asked to find out how many correct responses there were for each question.

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

The search committee has concluded their interviews. The town manager has chosen a new chief but it is not public yet pending background and reference checks. The new chief is expected to be announced at the next Town Council meeting.

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

June 10th or 11th are likely dates for the event. A proclamation should be presented.

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

A memo to the Town Council will be sent asking they appoint Charlotte Gabrielson as a full member.

NEW BUSINESS:

15) Discussion, consideration and action relative to testing through the Prove It website.

After discussion, it was decided that we will try using Prove It the next time we have a small group. We will use the computer lab in the Annex.

16) Discussion, consideration and action relative to reimbursement of a candidate fee for Probationary Police Officer.

Charlotte Gabrielson made a motion to continue this item until Valerie Ann Leduc is present. Chairman, Paul A. MacDonald seconded the motion. The vote was unanimous.

COMMUNICATIONS:

None

REQUEST FOR EXECUTIVE SESSION:

17) Request for Executive Session from Chairman, Paul A. 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.

There was no Executive Session.

GENERAL DISCUSSION:

None

ADJOURN:

Motion was made by Charlotte Gabrielson to adjourn at 9:45 p.m. Chairman, Paul A. MacDonald seconded the motion. The vote was unanimous.

Chairman, Paul MacDonald

Date