

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, August 13, 2013 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

**MEMBERS PRESENT:** Valerie Leduc, Paul MacDonald, Charlotte Gabrielson and Robert Tetreault–Alternate Member

**MEMBERS ABSENT:** None

**CALL TO ORDER:**

The meeting was called to order at 8:45 a.m.

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the approval of the July 9, 2013 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the minutes of the July 9, 2013 meeting was made by Valerie Leduc and seconded by Charlotte Gabrielson. Voting was unanimous.

**APPROVAL OF INVOICES / EXPENDITURES:**

- 2) A credit memo for \$97.95 was received from *CPS HR Consulting* for the Promotional Police testing shipping charges. It was applied to the invoice approved last month prior to paying that invoice.

Credit noted – received and filed.

**CITIZEN COMMENT:**

None

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

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

Received. Advertisement for the dispatcher test has been placed. JMS Library, Community Room has been reserved for testing. Will monitor lists.

- 4) Discussion, consideration and action relative to posting for dispatcher.

Memos received and filed.

**NEW BUSINESS:**

- 5) The Town Council elevated Charlotte Gabrielson from an alternate member to a full member with a three year term to expire March 31, 2016.

Congratulations were extended to Charlotte Gabrielson with appreciation for her continuing efforts.

- 6) Robert Tetreault has been appointed as an alternate member of the Personnel Board for what remains of the one year term to expire on January 31, 2014.

Congratulations and a welcome was extended to Robert Tetreault.

**COMMUNICATIONS:**

7) Thank you cards from Chairman James Moran regarding his retirement.

Thank you cards were distributed.

8) Memorandum from the Director of Public Works regarding the Driver/Laborer/Operator selection process.

Correspondence rejected.

**REQUEST FOR EXECUTIVE SESSION:**

None

**GENERAL DISCUSSION:**

The Chairman reminded the Board that the next meeting will be held at 5:00 p.m. at the JMS Library, Community Room. Sign up tables should be in the hall and tables and chairs should be set up to correspond with the number of applicants.

**ADJOURN:**

**Motion** to adjourn the meeting at 9:15 a.m. was made by Charlotte Gabrielson and seconded by Valerie Leduc. Voting was unanimous.

\_\_\_\_\_  
Chairman, Paul A. 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).