

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

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

MEMBERS ABSENT: Valerie Leduc was 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 September 10, 2013 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the September 10, 2013 meeting was made by Charlotte Gabrielson and seconded by Robert Tetreault. Voting was unanimous.

APPROVAL OF INVOICES / EXPENDITURES:

- 2) Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$110.00 for the Probationary Police Officer advertisement.

Motion to approve the Bargain Buyer invoice was made by Charlotte Gabrielson and seconded by Robert Tetreault. Voting was unanimous.

- 3) Discussion, consideration and action relative to approving the CPS HR Consulting invoice in the amount of \$924.00 for the Police Dispatcher testing.

Motion to approve the CPS HR Consulting invoice was made by Charlotte Gabrielson and seconded by Robert Tetreault. Voting was unanimous.

- 4) Discussion, consideration and action relative to approving the East Coast Artisans invoice in the amount of \$110.00 for 1,000 envelopes with the Personnel Board return address.

Motion to approve the East Coast Artisans invoice was made by Charlotte Gabrielson and seconded by Robert Tetreault. Voting was unanimous.

CITIZEN COMMENT: None

UNFINISHED BUSINESS to be considered and acted on:

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

Received and filed.

NEW BUSINESS:

- 6) Discussion, consideration and action relative to position of dispatcher.

Test result letters went out to candidates. A part-time, fill-in position is open. A letter of recommendation was received for one of the dispatcher candidates. Colonel Lynch will be copied on the letter now and when the candidate's name is given to the department for interview.

- 7) Discussion, consideration and action relative to the Probationary Police Officer position.

Motion to extend the test date for the Probationary Police Officer testing due to low response was made by Charlotte Gabrielson and seconded by Robert Tetreault. Voting was unanimous.

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

Memo supplying the next three names was received and filed.

COMMUNICATIONS: None

REQUEST FOR EXECUTIVE SESSION: None

GENERAL DISCUSSION:

Next meeting is November 12, 2013 at 8:30 a.m.

ADJOURN:

Motion to adjourn the meeting at 9:03 a.m. was made by Charlotte Gabrielson and seconded by Robert Tetreault. 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).