

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, December 10, 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

**OTHERS PRESENT:** Colonel Stephen Lynch, Chief of Police and Michael C. Wood, Town Manager

**CALL TO ORDER:** The meeting was called to order at 8:44 p.m.

**APPROVAL OF MINUTES:**

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

**Motion** to approve the minutes was made by Charlotte Gabrielson and seconded by Paul Mac Donald. The vote was unanimous.

**APPROVAL OF INVOICES / EXPENDITURES:**

None

**CITIZEN COMMENT:**

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

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

- a) Financial Aide list expired November 9, 2013.

- b) Administrative Aide list was extended to September 9, 2013 and has now expired.

**Motion** was made by Valerie Leduc and seconded by Charlotte Gabrielson to send letters to the candidates on both lists asking for an update of their availability, and their name and contact information.

- c) Probationary Police Officer list has one name remaining – test is scheduled for April 12, 2014. This list will be updated before the recruitment deadline for the July academy.

**NEW BUSINESS:**

- 3) Discussion, consideration and action relative to a memo from Colonel Lynch.

- a) Separate testing dates for the Probationary Police Officer physical agility test and written exam.

**Motion** was made by Charlotte Gabrielson to do the physical agility testing first and the written test two weeks later. Paul MacDonald seconded the motion. The vote was unanimous.

- b) Dispatcher candidates presenting a Motor Vehicle Operator's license at the time of application. The Board discussed this issue with all present and decided to continue this discussion in a meeting on December 20<sup>th</sup> so it could be decided how best to handle this issue and to have time to discuss the process with the Town's labor attorney.

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

A Driver/Laborer/Operator was hired since the last meeting. Jeff McCormick, Director of Public Works was asked to attend the next meeting to discuss the CDL requirement.

5) Discussion, consideration and action relative to the Annual Schedule of Meetings.  
Accepted with one change, the November meeting falls on Veteran's Day so the meeting will be held on the 12<sup>th</sup> instead.

**REQUEST FOR EXECUTIVE SESSION:**

None

**GENERAL DISCUSSION:**

6) Review and discuss items proposed for future agendas.  
A special meeting at 8:30 a.m. on December 20, 2013 was called on the request of Chairman Paul MacDonald to discuss the Police Department recruitment issues and the CDL requirements for the Driver/Laborer/Operator position with the Department of Public Works.

**ADJOURN:**

Motion was made to adjourn the meeting at 9:45 a.m. by Valerie Leduc and seconded by Robert Tetreault. 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).