

**MINUTES** of the Personnel Board of the Town of Burrillville held Friday, December 20, 2013 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

**MEMBERS PRESENT:** Paul MacDonald and Robert Tetreault

**MEMBERS ABSENT:** Valerie Leduc and Charlotte Gabrielson were excused.

**CALL TO ORDER:** The meeting was called to order at 8:42 a.m.

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the approval of the December 10, 2013 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the minutes of the December 10, 2014 meeting was made by Robert Tetreault and seconded by Paul MacDonald. The vote was unanimous.

**APPROVAL OF INVOICES / EXPENDITURES:**

None

**CITIZEN COMMENT:**

**BUSINESS:**

- 2) Discussion, consideration and action relative to the Status of Lists.
  - a) Financial Aide list – update letter
  - b) Administrative Aide list – update letter

Update letters for both lists were sent to remaining candidates with a response date January 10<sup>th</sup>. The letters requested updated contact information and interest in remaining on the list.

- 3) Discussion, consideration and action relative to Police Department positions.
  - a) Separate testing dates for the Probationary Police Officer physical agility test and written exam.

Testing facilities will be looked into for available dates.

- b) Dispatcher candidates presenting a Motor Vehicle Operator’s license at the time of application.

As a precaution, when taking a copy of a driver’s license for the file we must inform the potential applicant that doing a background check at the time of interview does not constitute an offer of employment. A process should be written up and revised periodically. It was also noted that our application should be updated to exclude reference to a “felony conviction”.

- 4) Discussion, consideration and action relative to the Driver/Laborer/Operator position.
  - a) CDL requirement
  - b) Discussion of laborer-operator position

Tabled.

**REQUEST FOR EXECUTIVE SESSION:**

None

**GENERAL DISCUSSION:**

5) Review and discuss items proposed for future agendas.

The Personnel Board budget should be discussed at our next meeting.

**ADJOURN:**

Motion was made to adjourn the meeting at 9:08 a.m. by Paul MacDonald 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).