

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, January 14, 2014 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

MEMBERS ABSENT: None

CALL TO ORDER: The meeting was called to order at 8:35 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the December 20, 2013 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the December 20, 2013 meeting minutes and dispense with the reading of said minutes was made by Robert Tetreault and seconded by Paul MacDonald. The vote was unanimous.

APPROVAL OF INVOICES / EXPENDITURES: None

CITIZEN COMMENT: None

BUSINESS:

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

Motion to extend the Administrative Aide and Financial Aide lists for six months from November 9, 2013 was made by Charlotte Gabrielson and seconded by Valerie Leduc. The vote was unanimous.

NEW BUSINESS:

- 3) Discussion, consideration and action relative to Police Department positions.
 - a) Physical agility test and written exam – dates and locations
The physical agility and swim tests will be scheduled based on room availability at Rhode Island College.

- b) Municipal Police Training Academy timeline for the July academy.
Received and filed.

- 4) Discussion, consideration and action relative to the Personnel Board budget.

The Personnel Board Budget was approved as presented by vote with a **motion** from Charlotte Gabrielson and a second from Valerie Leduc. The vote was unanimous.

- 5) Notification regarding a new job description and proposed wages associated with the JMS Library custodian position for future inclusion in the Classification Plan.

Received and filed.

REQUEST FOR EXECUTIVE SESSION: None

GENERAL DISCUSSION:

- 6) Review and discuss items proposed for future agendas.

A member of the Board has asked that we develop a revised budget and actuals format that reflects fees collected for testing materials in order to better track income and expenses.

ADJOURN:

Motion was made to adjourn the meeting at 9:23 a.m. by Charlotte Gabrielson and seconded by Valerie Leduc. 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).