

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, February 11, 2014 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

**MEMBERS PRESENT:** Valerie Leduc, Paul MacDonald, and Robert Tetreault

**MEMBERS ABSENT:** Charlotte Gabrielson

**CALL TO ORDER:** The meeting was called to order at 9:05 a.m.

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the approval of the January 14, 2014 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the minutes of the January 14, 2014 meeting was made by Valerie Leduc and seconded by Paul MacDonald. Voting was unanimous.

**APPROVAL OF INVOICES / EXPENDITURES:** None

**CITIZEN COMMENT:** None

**BUSINESS:**

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

Received and filed.

**NEW BUSINESS:**

- 3) Discussion, consideration and action relative to the Probationary Police Officer testing.
  - a) Physical agility test and written exam – dates, locations and expenses.
    - **March 11<sup>th</sup> 9:00 a.m. – noon** at RI College 600 Mt. Pleasant Avenue, Providence for physical agility and swim. The Personnel Board will arrive at 8:30 a.m. to set up.
    - The letters inviting applicants to the testing should contain a statement informing applicants that a non-passing score on any of the physical requirements will disqualify the candidate from moving forward.
    - The invitation letter should also remind applicants that they should appear with fee, if not paid previously (no cash will be accepted) and they need to have all the required paperwork in order.
    - It was also mentioned that the advertisements in the future should change to read that a \$25 materials fee should be submitted with their application.
    - **March 25<sup>th</sup> 9:30 a.m. – 11:30 a.m.** JMS Library Community Room, 100 Tinkham Lane, Harrisville for written test
    - It was noted that the regular March meeting will be held on March 25<sup>th</sup> at 8:30 a.m. in the JMS Library Community Room.
    - The RI College fee to lease the premises was discussed.

b) Number of applicants received to date.

- As of Friday, 61 applications were received of those 36 had paid the fee.
- One applicant may have National Guard duty out of the country (Kuwait) during the written test. If so, fee will be returned.
- One applicant has a Bachelor's degree in biology but wishes to take the test. The Personnel Board agreed to allow it.

4) Discussion relative to a revised budget and actuals report that reflects fees collected for testing materials.

To be continued.

**REQUEST FOR EXECUTIVE SESSION:**

None

**GENERAL DISCUSSION:**

- 5) Review and discuss items proposed for future agendas.
- a) JMS Library has asked to be placed on the March agenda regarding the new job description and proposed wages associated with the custodian position and future inclusion in the Classification Plan.
- The new Municipal Salary Survey has been received. A request to put it on the April agenda with the Classification Plan for review was made by Valerie Leduc.
  - A request was made to bring the job description, advertisement and copy of any letters sent to candidates to RI College on March 11<sup>th</sup> along with signs for use on the roads throughout the campus directing applicants to the field house and pool.
  - A request was made to send a map of the campus to the Personnel Board and Police testers and to put one with each test invitation letter to the candidates.

**ADJOURN:**

Motion was made to adjourn the meeting at 9:25 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).