

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, March 25, 2014 at 8:30 a.m. at the Jesse M. Smith Memorial Library, 100 Tinkham Lane, Harrisville, RI.

MEMBERS PRESENT: Valerie Leduc, Paul MacDonald, Charlotte Gabrielson and Robert Tetreault

MEMBERS ABSENT: None

OTHERS PRESENT: Colonel Stephen J. Lynch, Chief of Police; Town Manager, Michael C. Wood; Beth Ullucci, Assistant Library Director; Margaret Dudley, Library Board of Trustees; and Dorothy Karolyshyn, Library Board of Trustees.

CALL TO ORDER: The meeting was called to order at 8:33 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the February 11, 2014 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the February 11, 2014 meeting was made by Valerie Leduc and seconded by Charlotte Gabrielson. The vote was unanimous.

At this point, the Personnel Board members agreed to change the order on the agenda to accommodate the others present at the suggestion of the Chairman. The numbering below remains as on the agenda with the order of the items reflecting the order heard during the meeting. Comments from the others present are included in their corresponding sections.

NEW BUSINESS:

- 5) Discussion, consideration and action relative to the Probationary Police hiring procedure.

The Colonel's proposal to interview all qualified candidates by the Police Department's oral board and then have those scores averaged with the written scores to create a new eligibility list was approved, along with the Town Manager's request to have the process written up and filed with the Town Clerk.

Motion was made by Charlotte Gabrielson and seconded by all. The vote was unanimous.

Colonel Lynch and Town Manager Wood thanked the board and left the room at this point.

- 3) Discussion, consideration and action JMS Library Board of Directors regarding the new job description and proposed wages associated with the custodian position and for its future inclusion in the Classification Plan.

The Library Assistant Director presented the Personnel Board details of the library custodian's rate of pay and job requirements and compared that against other custodians in town employment, as well as custodians employed in other libraries. The Personnel Board members agreed that the proposed rate of pay for the library custodian is a fair rate for the position. The Personnel Board is in support of the raise but requested that the Library Board of Trustees bring their request to the Town Manager and the Town Council.

Margaret Dudley raised the issue of the pay raise being retroactive to the first of the year as that is when the Board of Trustees voted to give the custodian a raise. The Personnel Board declined to vote on this issue as they are not aware of the budget constraints that may be on such a decision.

The Personnel Board recommended that the Library Board of Trustees review and consider a different title for the position. At this time there are no employees under the custodian so head of Maintenance doesn't seem to fit.

- 4) Discussion, consideration and action with the JMS Library Board of Directors regarding assurance that all full-time, Library personnel are included in the Classification Plan.

The Library will furnish the Personnel Board with a revised list of Library personnel titles for inclusion in the Classification Plan.

APPROVAL OF INVOICES / EXPENDITURES:

- 2) Discussion, consideration and action relative to the approval of the Bargain Buyer invoice in the amount of \$220 to advertise Probationary police Officer testing.

Motion to approve the Bargain Buyer invoice in the amount of \$220 was made by Charlotte Gabrielson and seconded by Valerie Leduc. The vote was unanimous.

An inquiry was made regarding other bills that may have come in. **Motion** was made by Charlotte Gabrielson to approve the invoice for testing materials in the amount of \$660.10. It was seconded by all. The vote was unanimous.

OLD BUSINESS: None

GENERAL DISCUSSION:

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

Item 5 was revisited by the Personnel Board with a brief conversation regarding whether to consider weighting the Oral Board grade higher than that of the written test. Equal weight to both the Oral Board grade and the written exam grade was favored but the issue was left to further discussion at the next meeting.

June's meeting will be moved from June 4th to accommodate Personnel Board member's schedules.

The next meeting will be Tuesday, April 8th at 8:30 a.m. at the Town Hall.

REQUEST FOR EXECUTIVE SESSION:

- 6) Request for Executive Session from Paul MacDonald pursuant to Rhode Island Open Meeting Law [42-46-5 (a)(1)] for discussion and considerations related to testing and job performance of Probationary Police candidates.

Chairman, Paul MacDonald made a request for a motion to move into Executive Session at 9:15 a.m. **Motion** to do so was made by Charlotte Gabrielson and seconded by Valerie Leduc. The vote was unanimous.

The Personnel Board concluded the Probationary Police Officer testing at 11:45 a.m. grading the tests was completed at 12:40 p.m. The Board resumed regular session.

ADJOURN:

The meeting adjourned at 12:45 p.m.

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).