

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, August 18, 2015 at 8:30 a.m. at the Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

**MEMBERS PRESENT:** Paul MacDonald, Charlotte Gabrielson, Robert Tetreault and Tony Wood.

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Jeffrey McCormick, Director of Public Works

**CALL TO ORDER:** The meeting was called to order at 8:37 a.m.

At the request of the Chairman vote was taken to move to Item #5.b under old business. **Motion** was made by Robert Tetreault and seconded by Charlotte Gabrielson. The vote was unanimous.

When the Director of Public Works finished his business and left the room, the meeting continued with the approval of the minutes.

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the June 22, 2015 meeting minutes and dispense with the reading of said minutes.

**Motion** was made to approve the minutes and to dispense with the reading of said minutes by Tony Wood and seconded by Robert Tetreault. The vote was unanimous.

**APPROVAL OF INVOICES / EXPENDITURES:**

- 2) Discussion, consideration and action relative to the approval of the invoice from CPS HR Consulting in the amount of \$359.95 dated June 29, 2015 for the Lieutenant promotional exam.

**Motion** was made to approve of the invoice from CPS HR Consulting in the amount of \$359.95 dated June 29, 2015 for the Lieutenant promotional exam by Robert Tetreault and seconded by Charlotte Gabrielson. The vote was unanimous.

- 3) Discussion, consideration and action relative to the approval of the invoice from CPS HR Consulting in the amount of \$380.65 dated June 29, 2015 for the Sergeant promotional exam.

**Motion** was made to approve of the invoice from CPS HR Consulting in the amount of \$380.65 dated June 29, 2015 for the Sergeant promotional exam by Robert Tetreault and seconded by Charlotte Gabrielson. The vote was unanimous.

**CITIZEN COMMENT:** None

**NEW BUSINESS:**

- 4) Discussion, consideration and action relative to reviewing sample tests for the position of Probationary Police Officer from several different test rental agencies.

A **motion** was made to table until a future meeting by Tony Wood and seconded by Robert Tetreault. The vote was unanimous.

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).

**OLD BUSINESS:**

5) Discussion, consideration and action relative to the status of lists.

- a) **Financial Aide** – the next three names were forwarded to the department but interviews haven't taken place yet.
- b) **Public Works Foreman** – the Director of Public Works was asked to review and update the internal test for the position of Foreman. The Personnel Board will review the test on September 1<sup>st</sup>. The eligibility list for Foreman does not contain three names. The DPW Director and the Executive Assistant are to work under the Town Manager's advisement to ensure the proper process is followed.
- c) **Dispatcher** – the next three names were forwarded to the department. A candidate was chosen for the full-time position. A part-time fill-in position will now have to be filled.

6) Discussion, consideration and action relative to the Promotional Police testing.

General discussion regarding the fact that now that the Major retired, others will move up in rank and there will likely be need to hire a new Probationary Police candidate for the January Police Academy. The issue brought to the Board is that there a few names left on the Probationary Police list and at the last update, many potential candidates didn't return phone calls. Watch this list for the need to re-test.

**CORRESPONDENCE:** None

**GENERAL DISCUSSION:**

7) Review and discuss items proposed for future agendas.

The next meeting will be September 1<sup>st</sup>. Post by August 27<sup>th</sup>. Send the Personnel Board members the Council 94 Agreement electronically again and put the sections on Deputy and Foreman to the next agenda.

**ADJOURN:** The meeting adjourned at 9:30 a.m.

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Chairman, Paul MacDonald

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Date