

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, September 1, 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 8:47 a.m.

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the August 18, 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 Robert Tetreault and seconded by Charlotte Gabrielson. The vote was unanimous.

**APPROVAL OF INVOICES / EXPENDITURES:**

None

**CITIZEN COMMENT:** None

Due to the attendance of Jeff McCormick, Director of Public Works the Personnel Board unanimously agreed to move to item 3.b. on the agenda.

- 3) Discussion, consideration and action relative to the status of lists.
  - b. Public Works Foreman
    - i. Review Foreman Test

The Personnel Board and Director of Public Works discussed the test questions and scoring. It was determined that a passing grade would be a 70% or 17.5.

- ii. Test date

The test will be held on Tuesday, September 15, 2015 at 1:00 p.m. at the Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

- iii. Council 94 language for Deputy & Foreman

Personnel Board to provide calculators to testers, two hours will be allowed for the test.

Once discussions on the Public Works Foreman testing were over, Jeffrey McCormick left the room. The meeting continued with item 2 on the agenda.

**NEW BUSINESS:**

- 2) 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 Charlotte Gabrielson and seconded by Robert Tetreault. The vote was unanimous.

**OLD BUSINESS:**

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

- a) Financial Aide

Personnel Board was informed that we are still awaiting a decision from the Finance Department.

- c) Probationary Police Officer

At the request of Colonel Stephen J. Lynch, the next three names were provided for the position of Probationary Police Officer.

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

Lieutenant Leahey has been promoted to the position of Major, and the process of promoting a Sergeant to a Lieutenant is in progress.

**CORRESPONDENCE:** None

**GENERAL DISCUSSION:**

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

Discussion regarding the number of candidates on the eligibility lists for the Council 94 promotional positions, (Does it have to be three names or can it be one or two?). Personnel Board asked the Executive Assistant to ask Legal Counsel or Town Manager.

The next meeting to be held on September 15, 2015 at 12:30 p.m. prior to the Promotional Working Foreman testing scheduled for 1:00 p.m.

During the next meeting the Personnel Board will be asked if the November meeting can be rescheduled from Tuesday, November 10, 2015 to Tuesday, November 17, 2015.

**ADJOURN:** The meeting adjourned at 9:46 a.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).