

MINUTES of the Personnel Board of the Town of Burrillville to be held Tuesday, March 22, 2016 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.

MEMBERS ABSENT: Tony Wood

OTHERS PRESENT: Sgt. Jason Cahill, Colonel Stephen Lynch

APPROVAL OF MINUTES:

1) Discussion, consideration and action relative to the February 9, 2016 meeting minutes and dispense with the reading of said minutes was motioned by Robert Tetreault and seconded by Cookie Gabrielson.

***Motion** was made by Robert Tetreault to accept the minutes, Seconded by Charlotte Gabrielson and accepted unanimously

APPROVAL OF INVOICES / EXPENDITURES:

CITIZEN COMMENT:

OLD BUSINESS:

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

a) Probationary Police Officer testing – number of applicants so far, test notification letters and other related topics.

The Board was updated on the number of applicants. Test notification letters will go out in the next two days for the applications that we have so far. The remaining letters will go out as soon as the application period closes.

b) Sample tests for the position of Probationary Police Officer from several different test rental agencies and corresponding Test Security Agreements.

Sample tests will be reviewed by the Chief of Police. He will choose the test for the upcoming Probationary Police exam.

c) Discussion, consideration and action relative to Driver/Laborer/Operator regarding testing being moved out 6 months, to November 8th, 2016 was motioned by Charlotte Gabrielson and seconded by Robert Tetreault.

***Motion** was made by Cookie Gabrielson to move the DLO test out 6 months to November 8th, 2016. Seconded by Robert Tetreault.

NEW BUSINESS:

3) Discussion, consideration and action relative to the Finance Director position.

The position has been posted with Bryant University and other universities in RI, as well as on the GFOA site, the RI League of Cities and Towns, DLT and other related government and finance professional sites.

CORRESPONDENCE:

- 4) Advisory opinion from the Town Solicitor regarding the Charter Review Commission questions concerning the Human Resource functions.
Received and filed.
- 5) Memo dated January 19, 2016 from Colonel Lynch regarding the Dispatcher selection.
4 names left we will watch this list, but we should be able to wait until the next scheduled testing period to run the test again.

GENERAL DISCUSSION:

- 6) Review and discuss items proposed for future agendas.
Fees for testing can be somewhat prohibitive to the applicants. Whether we continue to charge fees should be revisited in a future meeting then brought to the Council for a vote.
The Probationary Police test will be 8 a.m. on April 23 at RI College.

ADJOURN: Charlotte Gabrielson motioned to adjourn at 10:08 a.m., seconded by Robert Tetreault.

Paul MacDonald, Chairman

Date