

Personnel Board

Minutes of the meeting October 1, 2008:

The meeting convened at 6:15 p.m. Members Liz Harvey, George Burman and Terri Moreira were present. Town Solicitor Michael Ursillo was also in attendance.

Michael Ursillo welcomed us to the Personnel Board. He is not required to attend our meetings but as Town Solicitor he will come to any meeting that we need him to.

George Burman asked if the meetings could be recorded and if there was money available to have the recordings transcribed. The Personnel Board has a limited budget for Exams only.

George Burman asked for clarification on who the Board reports to. Michael Ursillo informed us that the Board reports to both the Town Administrator and the Town Council. All memos will go to both.

Michael Ursillo stated we needed to elect a Chairman and a Secretary/Clerk. Liz Harvey nominated herself and George Burman nominated himself for the Chairman's position. Liz Harvey was elected Chairman by a two to one vote. George Burman mentioned his intention to resign from the Board after our meeting. Terri Moreira became Secretary/Clerk by default.

The Town Administrator passed along a request from the Police Chief for the Personnel Board to start proceedings to hold a Sergeants Exam. Chief Canario will be notified that he may post the position for Sergeant. Liz Harvey will inquire about the necessary papers and lists of resources for the officers. Once Chief Canario informs us of how many applicants there are we will order the tests and set up a date with Roger Williams University for the exam.

The Personnel Board will meet again once the Town Council appoints another member. At that time we will also set a schedule for future meetings.

The Meeting was adjourned with a motion made from Liz Harvey and seconded by Terri Moreira at 6:35 p.m.

Respectfully Submitted,

**Terri Moreira
Secretary/Clerk
Personnel Board**