

**AGENDA** of the Personnel Board of the Town of Burrillville to be held Saturday, December 6, 2008 at 8:30 a.m. at the Burrillville Middle School, 2220 Broncos Highway, Harrisville, RI 02830.

**MEMBERS PRESENT:** Chairman James Moran and Valerie Leduc

**MEMBERS ABSENT:** Paul MacDonald and Charlotte Gabrielson – Alternate Member have been excused.

**CALL TO ORDER:**

**APPROVAL OF MINUTES:**

1. Approval of November 18, 2008 meeting minutes and dispense with reading of said minutes.

**APPROVAL OF INVOICES / EXPENDITURES:**

2. Discussion, consideration and action relative to approving the Valley Breeze invoice in the amount of \$165.00 for advertising the position of Probationary Police Officer.
3. Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$106.00 for advertising the position of Police Officer on November 12, 2008.

**CITIZEN COMMENT:**

**UNFINISHED BUSINESS to be considered and acted on:**

4. Discussion, consideration and action relative to reviewing the new job descriptions for Council 94 positions.
5. Discussion, consideration and action relative to charging for police exams.
6. Discussion, consideration and action relative to the library job positions must be approved through the Personnel Board and voted in by the Town Council.
7. Discussion, consideration and action relative to the Probationary Police Officer testing.

**NEW BUSINESS to be considered and acted on:**

**COMMUNICATIONS**

## **GENERAL DISCUSSION**

## **ADJOURN**

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).