

**AGENDA** of the Personnel Board of the Town of Burrillville to be held Tuesday, December 16, 2008 at 8:30 a.m. at the Town Hall 105 Harrisville Main Street, Harrisville, RI 02830.

**MEMBERS PRESENT:** Chairman James Moran, Valerie Leduc, Paul MacDonald and Charlotte Gabrielson – Alternate Member

**MEMBERS ABSENT:**

**CALL TO ORDER:**

**APPROVAL OF MINUTES:**

1. Approval of November 18, 2008 meeting minutes and dispense with reading of said minutes.
2. Approval of December 6, 2008 meeting minutes and dispense with reading of said minutes

**APPROVAL OF INVOICES / EXPENDITURES:**

3. 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.
4. 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.
5. Discussion, consideration and action relative to approving the FedEx invoice in the amount of \$10.87 for return of sample testing materials for the position of Police Officer.

**CITIZEN COMMENT:**

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

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

9. Discussion, consideration and action relative to the Probationary Police Officer testing regarding changes to the wording in future advertisements and results of testing.
10. Discussion, consideration and action relative to the schedule of Personnel Board meeting for the calendar year 2009.

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

**COMMUNICATIONS**

11. Discussion, consideration and action relative to the correspondence from the Rhode Island Municipal Police Academy relative to the upcoming class session.
12. Discussion, consideration and action relative to the correspondence from the Providence Journal giving notice of upcoming rate adjustments.

**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).