



the Town of Burrillville to be held Tuesday, January
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 December 16, 2008 meeting minutes and dispense with reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

- 2) Discussion, consideration and action relative to approving the Providence Journal invoice in the amount of \$1,853.42 for advertising the position of Probationary Police Officer on October 19, 2008.
- 3) Discussion, consideration and action relative to approving the IPMA-HR invoice in the amount of \$701.00 for testing materials related to the test for the position of Probationary Police Officer given on December 6, 2008.
- 4) Discussion, consideration and action relative to approving the FedEx invoice dated December 15, 2008 in the amount of \$16.34 for return of testing materials for the position of Police Officer.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

- 5) Discussion, consideration and action relative to reviewing the new job descriptions for Council 94 positions.
- 6) Discussion, consideration and action relative to expenses involved in giving exams.
 - a) Advertising recent Probationary Police Office testing.
 - b) Advertising recent Director of Public Works position.
 - c) Certified mailing fees.
 - d) Test materials per applicant.
 - e) Office supplies consumed, manpower, miscellaneous expenses.



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action relative to the Probationary Police Officer
the wording in form letters and advertisements for the
future.

- 8) Discussion, consideration and action relative to the schedule of Personnel Board meetings for the calendar year 2009.

NEW BUSINESS to be considered and acted on:

- 9) Discussion, consideration and action relative to sending out letters to applicants for the Director of Public Works position.
- 10) Discussion, consideration and action relative to the Personnel Board budget.

COMMUNICATIONS

- 11) Discussion, consideration and action relative to the correspondence requesting the names on the Police Department hiring list.
- 12) Discussion, consideration and action relative to the memorandum dated November 18, 2008 from the Town Manager regarding Probationary Police Officer Recruitment and Hiring Protocol.

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).