

**AGENDA** of the Personnel Board of the Town of Burrillville to be held Tuesday, February 10, 2009 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 January 13, 2009 meeting minutes and dispense with reading of said minutes.

**APPROVAL OF INVOICES / EXPENDITURES:**

- 2) Discussion, consideration and action relative to approving the B & M Printing invoice in the amount of \$48.00 for printing 500 #10 envelopes.
- 3) Discussion, consideration and action relative to approving the Burrillville School Department invoice in the amount of \$181.99 for janitorial fees related to the test for the position of Probationary Police Officer given on December 6, 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 promotional testing for the upcoming lieutenant and sergeant positions to be given on April 14<sup>th</sup>. The test will be chosen so study materials can be acquired.
- 6) Discussion, consideration and action relative to the status of lists.

**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).