

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, July 14, 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 June 9, 2009 meeting minutes and dispense with reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

None

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

- 2) Discussion, consideration and action relative to fees for testing materials to be paid by applicants of any tested position. (Fee structure)
- 3) Discussion, consideration and action relative to organizational retirements and the process of filling positions.
 - A) Administrative Aide – Highway Department
 - B) Driver/Laborer/Operator – Highway Department
 - C) Financial Aide - Tax Collector's Office
 - D) Patrol Officer – Police Department
 - E) Lieutenant – Police Department
- 4) Discussion, consideration and action relative to School Department openings – High School Principal, Facilities Manager and Superintendent.
- 5) Discussion, consideration and action relative to Animal Control Officer position – possibility of creating a list for a part-time position.

NEW BUSINESS

- 6) Discussion, consideration and action relative to Sergeant Angela Jalette retiring.
- 7) Discussion, consideration and action relative to computer skills testing at CCRI.

COMMUNICATIONS

- 8) Correspondence regarding a formal offer to an Administrative Aide for the Department of Public Works.
- 9) Correspondence from CPS Human Resources regarding Human Resource Grants for Government Agencies.
- 10) Correspondence from Lt. San Antonio rescinding his resignation.
- 11) An email from IPMA-HR regarding a Police Officer Candidate Study Guide.

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).