

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, December 8, 2009 at 8:30 a.m. at the Town Hall 105 Harrisville Main Street, Harrisville, RI.

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 10, 2009 meeting minutes and dispense with reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

- 2) Discussion, consideration and action relative to the Bargain Buyer invoice in the amount of \$66.00 to advertise the Deputy Tax Collector position on November 18, 2009.
- 3) Discussion, consideration and action relative to the Bargain Buyer invoice in the amount of \$66.00 to advertise the Deputy Tax Collector position on November 25, 2009.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

- 4) Discussion, consideration and action relative to the status of lists. Dates for testing for the dispatcher position should be scheduled for January or February.
- 5) Discussion, consideration and action relative to the Assistant Director position at the library. The job description last updated in July 2008 will be reviewed.
- 6) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.

NEW BUSINESS:

- 7) Discussion, consideration and action relative to the Deputy Tax Collector applicants.

COMMUNICATIONS:

- 8) Discussion, consideration and action relative to the memo to the Finance Director furnishing the next two names from the Financial Aide list.
- 9) Discussion, consideration and action relative to the Circulation Assistant advertisement furnished by the Jesse M. Smith library.

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).