

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, February 9, 2010 at 5:00 p.m. at the Jesse M. Smith Library, 100 Tinkham Lane, 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 January 12, 2010 meeting minutes and dispense with reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

- 2) Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$106 for advertising the Dispatcher Eligibility Test in both editions on January 27, 2010.
- 3) Discussion, consideration and action relative to approving the Providence Journal invoice in the amount of \$1,578.99 for advertising the Deputy Tax Collector position on November 15, 2009.
- 4) Discussion, consideration and action relative to approving the Woonsocket Call invoice in the amount of \$339.86 for advertising the Dispatcher Eligibility Test on January 27th through January 31, 2010.
- 5) Discussion, consideration and action relative to approving the Woonsocket Call invoice in the amount of \$68.15 for advertising the Director of Public Works on November 6, 2008.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

- 6) Discussion, consideration and action relative to the Assistant Director position at the library. The job description last updated in July 2008 will be reviewed.
- 7) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.
- 8) Discussion, consideration and action relative to the Financial Aide hiring process.
- 9) Discussion, consideration and action relative to the Deputy Tax Collector interviews.

NEW BUSINESS:

COMMUNICATIONS:

GENERAL DISCUSSION:

EXECUTIVE SESSION PURSUANT TO RHODE ISLAND GENERAL LAWS 42-46-5(a)1

Request for Executive Session from Chairman James Moran, pursuant to Rhode Island Open Meeting Law [42-46-5 (a)(1)] for discussion and considerations related to administration of testing for the purpose of creating a police dispatcher eligibility list.

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).