

**AGENDA** of the Personnel Board of the Town of Burrillville to be held Tuesday, March 16, 2010 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 February 9, 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 Administrative Aide Eligibility Test in both editions on February 17, 2010.
- 3) Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$106 for advertising the Driver/Laborer/Operator Eligibility Test in both editions on February 24, 2010.
- 4) Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$106 for advertising the Administrative Aide Eligibility Test in both editions on February 17, 2010.
- 5) Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$106 for advertising the Driver/Laborer/Operator Eligibility Test in both editions on February 24, 2010.
- 6) Discussion, consideration and action relative to approving the CPS invoice in the amount of \$971.75 for Dispatcher tests for the February 9<sup>th</sup> eligibility exam.
- 7) Discussion, consideration and action relative to approving the Woonsocket Call invoice in the amount of \$90.83 for advertising the Dispatcher Eligibility Test on February 1-4, 2010.
- 8) Discussion, consideration and action relative to approving the Woonsocket Call invoice in the amount of \$679.16 for advertising the Driver/Laborer/Operator and Administrative Aide Eligibility Tests on Sunday, February 21, 2010.

**CITIZEN COMMENT:**

**UNFINISHED BUSINESS to be considered and acted on:**

- 9) Discussion, consideration and action relative to the Assistant Director position at the library. The job description last updated in July 2008 will be reviewed.
- 10) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.

**NEW BUSINESS:**

- 11) Discussion, consideration and action relative to the Administrative Aide testing.

12) Discussion, consideration and action relative to the Driver/Laborer/Operator testing.

13) Discussion, consideration and action relative to the Financial Aide testing.

**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).