

AMENDED: May 6, 2011

**Note:** The agenda was amended on 5/6/2011 by adding item 6.

**AGENDA** of the Personnel Board of the Town of Burrillville to be held Tuesday, May 10, 2011 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 April 19, 2011 meeting minutes and dispense with reading of said minutes.

**APPROVAL OF INVOICES / EXPENDITURES:**

- 2) Discussion, consideration and action relative to the Valley Breeze invoice in the amount of \$299.60 for advertising the Tax Assessor position on April 21, 2011.
- 3) Discussion, consideration and action relative to the CPS Human Resources Services invoice in the amount of \$404.80 for the Police Sergeant promotional testing materials.
- 4) Discussion, consideration and action relative to the CPS Human Resources Services invoice in the amount of \$345.40 for the Police Lieutenant promotional testing materials.

**CITIZEN COMMENT:**

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

- 5) Discussion, consideration and action relative to the retirement of a mechanic with the Department of Public Works.
- 6) Discussion, consideration and action relative to the Tax Assessor hiring process.
- 7) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.

**NEW BUSINESS:**

- 8) Discussion and consideration related to the results from the candidates' exams for the position of Police Sergeant and Lieutenant.

**COMMUNICATIONS:**

- 9) Discussion, consideration and action relative to the Assistant Tax Assessor being appointed Acting Tax Assessor during the interim period.

**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).