

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, June 14, 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 May 10, 2011 meeting minutes and dispense with reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

CITIZEN COMMENT:

- 2) Sheila Bliven, Department of Labor and Training will be joining our meeting to share with us what the Department can do for us.

UNFINISHED BUSINESS to be considered and acted on:

- 3) Discussion, consideration and action relative to the retirement of a mechanic with the Department of Public Works.
 - a. Can CPS hold a composite test that we create for future use?
 - b. Does New England Tech have a diesel mechanic's test?
 - c. Can we establish our own exam for the position of mechanic?
 - d. Can we start the process of posting and testing for the mechanic?
 - e. Approval of the updated position description.
- 4) Discussion, consideration and action relative to the Tax Assessor hiring process – interview results.
- 5) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.

NEW BUSINESS:

- 6) Discussion, consideration and action relative to the Deputy Town Clerk's position.
- 7) Discussion, consideration and action relative to the RI Municipal Police Academy's New Fitness Standards.

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).