

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, July 12, 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 June 14, 2011 meeting minutes and dispense with reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

- 2) Discussion, consideration and action relative to the mechanic's position with the Department of Public Works.
 - a. Progress regarding CPS composite test questions being reviewed and a 100 question test being created
 - b. Posting of the mechanics position
 - c. Posting of the mechanics test
 - d. Approval of the updated position description
- 3) Discussion, consideration and action relative to the Tax Assessor hiring process – interview results.
- 4) Discussion, consideration and action relative to the Assistant Tax Assessor hiring process.
- 5) Discussion, consideration and action relative to the Administrative Aide's position in the Town Clerk's office.
- 6) Discussion, consideration and action relative to the Deputy Town Clerk's position.
- 7) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.

NEW BUSINESS:

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).