

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, August 9, 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 July 12, 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 \$299.00 for advertising the Assistant Tax Assessor position on July 21, 2011.
- 3) Discussion, consideration and action relative to the Bargain Buyer invoice in the amount of \$106.00 for advertising the Assistant Tax Assessor position on July 20, 2011.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

- 4) Discussion, consideration and action relative to testing for the Mechanic's position with the Department of Public Works.
 - a. Posting of the Mechanics test
 - b. Approval of the updated position description
 - c. Administering the Mechanic's test
- 5) Discussion, consideration and action relative to the Assistant Tax Assessor hiring process, including updating the position description.
- 6) Discussion, consideration and action relative to the Deputy Town Clerk's position, including updating the position description.
- 7) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.

NEW BUSINESS:

COMMUNICATIONS:

- 8) Discussion, consideration and action relative to the correspondence regarding the pending retirement of Cheri Hall, Director of Parks and Recreation.

- 9) Discussion, consideration and action relative to the email from URI Career Services reminding us they offer free job postings and other career services for employers.
- 10) Discussion, consideration and action relative to the Correspondence from Susan Makar, Tax Assessor regarding her recommendation to hire Raymond Doughty, former Burrillville Tax Assessor as her assistant.

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).