

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, September 13, 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) Discussion, consideration and action relative to the approval of the July 12, 2011 meeting minutes and dispense with the reading of said minutes.
- 2) Discussion, consideration and action relative to the approval of the August 9, 2011 meeting minutes and dispense with the reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

- 3) Discussion, consideration and action relative to the CPS HR Consulting invoice in the amount of \$711.70 for testing materials for the mechanic's exam given on August 9, 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 - results of the Mechanics 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:

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).