

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, November 8, 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 October 11, 2011 meeting minutes and dispense with the reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

None

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

- 2) Discussion, consideration and action relative to updating the position description for the Deputy Town Clerk.
- 3) Discussion, consideration and action relative to updating the position description for the Administrative Assistants to the Town Clerk with reference to the duties for the Board of Elections.
- 4) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.

NEW BUSINESS:

COMMUNICATIONS:

- 5) Discussion relative to supplying names to the Police Department for consideration for the January Academy.

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).