

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, December 20, 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 November 8, 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 the Jesse M. Smith Library Personnel Policies.

NEW BUSINESS:

- 4) Discussion, consideration and action relative to the Town Clerk's job description containing language that covers oversight of the election process.
- 5) Discussion relative to the Police Department hiring a Probationary Police Officer.
- 6) Discussion, consideration and action relative to filling the Working Foreman position for the Department of Public Works.
- 7) Discussion, consideration and action relative to appointing a temporary chairman.
- 8) Discussion, consideration and action relative to the schedule of meetings for 2012.

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).