

**AGENDA** of the Personnel Board of the Town of Burrillville to be held Tuesday, December 9, 2014 at 5:30 p.m. at the Burrillville Middle School Media Center, 2220 Broncos Highway, Harrisville, RI.

**MEMBERS PRESENT:** Paul MacDonald, Charlotte Gabrielson, Robert Tetreault and Tony Wood

**MEMBERS ABSENT:**

**OTHERS PRESENT:**

**CALL TO ORDER:**

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the approval of the December 1, 2014 meeting minutes and dispense with the reading of said minutes.

**APPROVAL OF INVOICES / EXPENDITURES:**

- 2) Discussion, consideration and action relative to the approval of the Bargain Buyer invoice for the Administrative Aide advertisement in the amount of \$110.00.

**CITIZEN COMMENT:**

**NEW BUSINESS:**

- 3) Discussion, consideration and action relative to the letter from the Chairman of the Library Board of Trustees regarding the upcoming retirement of the Library Director.

**OLD BUSINESS:**

- 4) Review and discuss Status of Lists.
- 5) Discussion of Administrative Aide advertising and testing scheduled for December 9, 2014 at 6:30 p.m.

**CORRESPONDENCE:**

- 6) Annual Schedule of Meetings for 2015.

**GENERAL DISCUSSION:**

- 7) Review and discuss items proposed for future agendas.

**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).