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the Town of Burrillville held Tuesday, November 18,
Town Hall, 105 Harrisville Main Street, Harrisville, RI

02830.

MEMBERS PRESENT: Chairman James Moran, Valerie Leduc, Paul MacDonald,
Charlotte Gabrielson – Alternate Member

MEMBERS ABSENT:

CALL TO ORDER: The meeting was called to order at 8:35 a.m.

APPROVAL OF MINUTES:

1. Approval of October 14, 2008 meeting minutes and dispense with reading of said minutes.

Motion to approve the minutes of the October 14, 2008 meeting was made by Paul MacDonald and seconded by Valerie Leduc. The vote was unanimous. Voting in favor of the motion were Paul MacDonald, Valerie Leduc and Chairman James Moran.

APPROVAL OF INVOICES / EXPENDITURES:

2. Discussion, consideration and action relative to approving the Worcester Telegram & Gazette invoice in the amount of \$881.55 for advertising the position of Director of Public Works.

Motion to approve the Worcester Telegram & Gazette invoice in the amount of \$881.55 for advertising the position of Director of Public Works was made by Paul MacDonald and seconded by Valerie Leduc. The vote was unanimous. Voting in favor of the motion were Paul MacDonald, Valerie Leduc and Chairman James Moran.

3. Discussion, consideration and action relative to approving the Valley Breeze invoice in the amount of \$355.00 for advertising the position of Director of Public Works.

Motion to approve the invoice in the Valley Breeze invoice in the amount of \$355.00 for advertising the position of Director of Public Works was made by Paul MacDonald and seconded by Valerie Leduc. The vote was unanimous. Voting in favor of the motion were Paul MacDonald, Valerie Leduc and Chairman James Moran.

4. Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$106.00 for advertising the position of Police Officer.

Motion to approve the invoice in the Valley Breeze invoice in the Bargain Buyer invoice in the amount of \$106.00 for advertising the position of Police Officer was made by Paul

e Leduc. The vote was unanimous. Voting in favor
, Valerie Leduc and Chairman James Moran.

5. Discussion, consideration and action relative to approving the Woonsocket Call invoice in the amount of \$487.87 for advertising the position of Police Officer.

Motion to approve the invoice in the Woonsocket Call invoice in the amount of \$487.87 for advertising the position of Police Officer was made by Paul MacDonald and seconded by Valerie Leduc. The vote was unanimous. Voting in favor of the motion were Paul MacDonald, Valerie Leduc and Chairman James Moran.

6. Discussion, consideration and action relative to approving the Woonsocket Call invoice in the amount of \$404.51 for advertising the position of Director of Public Works.

Motion to approve the invoice in the Woonsocket Call invoice in the amount of \$404.51 for advertising the position of Director of Public Works was made by Paul MacDonald and seconded by Valerie Leduc. The vote was unanimous. Voting in favor of the motion were Paul MacDonald, Valerie Leduc and Chairman James Moran.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

7. Discussion, consideration and action relative to reviewing the new job descriptions for the Council 94 positions.

This item was tabled until a future agenda. The union and the Town Manager must review the job description before the Personnel Board.

8. Discussion, consideration and action relative to charging for police exams.

This item was tabled for the next agenda. The Executive Assistant was asked to try to find out what we spend for test rentals, CCRI or the janitor at the schools, advertising and the certified mail fee for the last three exams.

9. Discussion, consideration and action relative to scheduling Probationary Police Officer testing.

CCRI did not have availability until March 2009. The Probationary Police Officer testing was scheduled for Saturday, December 6th from 9:00 a.m. to 1:00 p.m. at the Burrillville Middle School. A brief meeting will be held at 8:30 a.m. prior to testing.

10. Discussion, consideration and action relative to the library job positions must be approved through the Personnel Board and voted in by the Town Council.

the opportunity to speak to the Library personnel. A letter regarding the part time Library Reference Department paraprofessional was signed by "Assistant Director of Library Science". Chairman Moran stated that he will remind the Library personnel that if they wish to have a position created, they must have it researched and recommended by the Personnel Board and sanctioned by the Town Council.

NEW BUSINESS to be considered and acted on:

11. Discussion, consideration and action relative to purchasing versus printing job applications.

Going forward the Personnel Board will print applications when needed. All advertisement to create eligibility lists or for job openings going forward will have a phrase added to the effect of applications being obtainable on the town website.

12. Discussion, consideration and action relative to choosing an exam for the position of Police Officer.

An exam will be chosen at the end of this meeting.

COMMUNICATIONS

13. Discussion, consideration and action relative to two memos for the position of Director of Public Works and Engineering Services.

Received and filed.

14. Discussion, consideration and action relative to a notice from the Valley Breeze regarding discontinuation of delivery service.

Received and filed.

GENERAL DISCUSSION

None

ADJOURN

Motion to adjourn the meeting of November 18, 2008 at 9:15 a.m. was made by Valerie Leduc and seconded by Paul MacDonald. The vote was unanimous. Voting in favor of the motion were Valerie Leduc, Paul MacDonald and Chairman James Moran.



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Chairman James H. Moran _____

Date _____

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).