

**Minutes** of the Personnel Board of the Town of Burrillville held Saturday, December 6, 2008 at 8:30 a.m. at the Burrillville Middle School, 2220 Broncos Highway, Harrisville, RI 02830.

**MEMBERS PRESENT:** Chairman James Moran and Valerie Leduc

**MEMBERS ABSENT:** Paul MacDonald and Charlotte Gabrielson – Alternate Member have been excused.

**CALL TO ORDER:** The meeting was called to order at 8:45 a.m.

**APPROVAL OF MINUTES:**

1. Approval of November 18, 2008 meeting minutes and dispense with reading of said minutes.

**Motion** to table the vote on the minutes was made by Valerie Leduc and seconded by Chairman James Moran. The vote was unanimous. Voting in favor of the motion were Valerie Leduc and Chairman James Moran.

**Motion** was made to table items 2 through 6 until the next meeting by Valerie Leduc due to early arrival of candidates for the Probationary Police Officer testing. The motion was seconded by Chairman James Moran. The vote was unanimous. Voting in favor of the motion were Valerie Leduc and Chairman James Moran.

**APPROVAL OF INVOICES / EXPENDITURES:**

2. Discussion, consideration and action relative to approving the Valley Breeze invoice in the amount of \$165.00 for advertising the position of Probationary Police Officer.
3. Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$106.00 for advertising the position of Police Officer on November 12, 2008.

**CITIZEN COMMENT:**

**UNFINISHED BUSINESS to be considered and acted on:**

4. Discussion, consideration and action relative to reviewing the new job descriptions for Council 94 positions.
5. Discussion, consideration and action relative to charging for police exams.
6. Discussion, consideration and action relative to the library job positions must be approved through the Personnel Board and voted in by the Town Council.

7. Discussion, consideration and action relative to the Probationary Police Officer testing.

Probationary Police Officer sign-ins began at 8:50 a.m. The Physical agility tests were done first followed by the written exam.

**NEW BUSINESS to be considered and acted on:**

**COMMUNICATIONS**

**GENERAL DISCUSSION**

**ADJOURN**

**Motion** to adjourn the meeting of December 6, 2008 at 2:55 a.m. was made by Valerie Leduc and seconded by Chairman James Moran. The vote was unanimous. Voting in favor of the motion were Valerie Leduc and Chairman James Moran.

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Chairman James H. Moran

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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).