

**MINUTES** of the Regular Meeting for the Personnel Board of the Town of Burrillville held Tuesday, August 9, 2011 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

**MEMBERS PRESENT:** Chairman James Moran, Valerie Leduc and Paul MacDonald

**MEMBERS ABSENT:** Charlotte Gabrielson was excused.

**CALL TO ORDER:**

The meeting was called to order at 8:40 a.m.

**VOTED** to convene in executive session at 8:40 a.m.

Motion by Valerie Leduc. Seconded by James Moran.

The Board returned to open session at 8:44 a.m.

**APPROVAL OF MINUTES:**

1) **TABLED** the approval of July 12, 2011 meeting minutes.

**APPROVAL OF INVOICES / EXPENDITURES:**

2) Discussion, consideration and action relative to the Valley Breeze invoice in the amount of \$299.00 for advertising the Assistant Tax Assessor position on July 21, 2011.

Motion to by Valerie Leduc. Seconded by James Moran.

3) Discussion, consideration and action relative to the Bargain Buyer invoice in the amount of \$106.00 for advertising the Assistant Tax Assessor position on July 20, 2011.

Motion by Paul MacDonald. Seconded by Valerie Leduc.

**CITIZEN COMMENT:** None

**UNFINISHED BUSINESS:**

4) Discussion, consideration and action relative to testing for the Mechanic's position with the Department of Public Works.

**Received and filed** the posting of the Mechanics test

**VOTED** approval of the updated position description

Motion by Valerie Leduc. Seconded by James Moran.

**Administration** of the Mechanic's test (concurrent with present meeting)

5) **TABLED** discussion, consideration and action relative to the Assistant Tax Assessor hiring process, including updating the position description.

- 6) **TABLED** discussion, consideration and action relative to the Deputy Town Clerk's position, including updating the position description.
- 7) **TABLED** discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.

**NEW BUSINESS:** None

**COMMUNICATIONS:**

- 8) **Received and filed** the discussion, consideration and action relative to the correspondence regarding the pending retirement of Cheri Hall, Director of Parks and Recreation.
- 9) **Received and filed** the discussion, consideration and action relative to the email from URI Career Services reminding us they offer free job postings and other career services for employers.
- 10) **Received and filed** the discussion, consideration and action relative to the Correspondence from Susan Makar, Tax Assessor regarding her recommendation to hire Raymond Doughty, former Burrillville Tax Assessor as her assistant.

**GENERAL DISCUSSION:**

**VOTED** to convene in executive session at 9:15 a.m.

Motion by Valerie Leduc. Seconded by Paul MacDonald.

The Board returned to open session at 10:55 a.m.

**VOTED** to adjourn at 10:57 a.m.

Motion by \_\_\_\_\_. Seconded by \_\_\_\_\_.