

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, November 8, 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: None

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

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the October 11, 2011 meeting minutes and dispense with the reading of said minutes.

Motion to approve the October 11, 2011 minutes was made by Valerie Leduc and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Valerie Leduc.

APPROVAL OF INVOICES / EXPENDITURES: None

CITIZEN COMMENT:

The Director of Public Works joined the meeting to inform us of the retirement of the Working Foreman. He asked if we can start the process to post, test and advertise.

UNFINISHED BUSINESS to be considered and acted on:

- 2) Discussion, consideration and action relative to updating the position description for the Deputy Town Clerk.

Table – Look for “oversee the election process” in the Town Clerk’s job description.

- 3) Discussion, consideration and action relative to updating the position description for the Administrative Assistants to the Town Clerk with reference to the duties for the Board of Elections.

Received and filed.

- 4) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.

Tabled

NEW BUSINESS: None

COMMUNICATIONS:

- 5) Discussion relative to supplying names to the Police Department for consideration for the January Academy.

Received and filed.

GENERAL DISCUSSION:

December 13, 2011 in the next meeting.

Put appointing a temporary Chairman on the next agenda.

ADJOURN:

VOTED to adjourn at 9:15 a.m. Motion was made by Valerie Leduc and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald and Valerie Leduc.

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).