

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, January 10, 2012 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

**MEMBERS PRESENT:** Paul MacDonald and Charlotte Gabrielson – Alternate Member

**MEMBERS ABSENT:** Chairman James Moran and Valerie Leduc excused

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

**APPROVAL OF MINUTES:**

- 1) Discussion, consideration and action relative to the approval of the December 20, 2011 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the December 20, 2011 minutes was made by Paul MacDonald and seconded by Charlotte Gabrielson. Voting was unanimous. Voting in favor were Paul MacDonald and Charlotte Gabrielson.

**APPROVAL OF INVOICES / EXPENDITURES:**

None

**CITIZEN COMMENT:**

None

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

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

**Motion** to table discussion of the Jesse M. Smith Library Personnel Policies was made by Paul MacDonald and seconded by Charlotte Gabrielson. Voting was unanimous. Voting in favor were Paul MacDonald and Charlotte Gabrielson.

- 3) Discussion, consideration and action relative to filling the Working Foreman position for the Department of Public Works.

**Motion** was made by Paul MacDonald and seconded by Charlotte Gabrielson that there was no need to review this promotional position. Voting was unanimous. Voting in favor were Paul MacDonald and Charlotte Gabrielson.

**NEW BUSINESS:**

- 4) Discussion, consideration and action relative to the annual budget.

**Motion** was made by Charlotte Gabrielson and seconded by Paul MacDonald to accept the budget as presented but to discuss the clerk's compensation with the Town Manager for night and weekend meetings. Voting was unanimous. Voting in favor were Paul MacDonald and Charlotte Gabrielson.

- 5) Discussion, consideration and action relative to the Municipal Salary Survey.

Continued. Paul MacDonald will talk to the Town Manager regarding more specifics as to what he needs.

**COMMUNICATIONS:**

None

**GENERAL DISCUSSION:**

The next meeting will be moved to Monday, February 13, 2012 at 8:30 a.m. at the Town Hall.

**ADJOURN:**

Motion to adjourn the meeting at 9:12 a.m. was made by Charlotte Gabrielson and seconded by Paul MacDonald. Voting was unanimous. Voting in favor were Paul MacDonald and Charlotte Gabrielson.

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
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).