

MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, June 12, 2012 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 8:37 a.m.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the approval of the May 15, 2012 meeting minutes and dispense with the reading of said minutes.

Motion to approve the minutes of the May 15, 2012 meeting minutes and dispense with the reading of said minutes was made by Paul MacDonald and seconded by Valerie Leduc. Voting was unanimous. Voting in favor were Chairman James Moran, Paul MacDonald, Valerie Leduc 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.

Accepted

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

Still under review – to remain on agenda.

- 4) Discussion, consideration and action relative to the making sure our written advertisement uses broader terms.

Advertisements should reflect current policies and procedures.

NEW BUSINESS:

- 5) Discussion, consideration and action relative to the Administrative Aide to the Clerk's Office.

The Clerk to the Board was asked to make an effort to reach people whose numbers have changed via email or certified mail. When someone declines a job and asks to be removed from the list, try to get an email confirmation.

COMMUNICATIONS:

GENERAL DISCUSSION:

- Received - changed to include instructor signature on swim and physical agility requirements form.
- The Clerk was asked to prepare payroll.
- The next meeting will be July 10th at 8:30 a.m.

ADJOURN:

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).