

**MINUTES** of the Personnel Board of the Town of Burrillville Tuesday, September 11, 2012 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

**MEMBERS PRESENT:** Chairman James Moran, Paul MacDonald

**MEMBERS ABSENT:** Charlotte Gabrielson and Valerie Leduc were excused.

**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 August 14, 2012 meeting minutes and dispense with the reading of said minutes.

**Motion** to approve the minutes of the August 14, 2012 meeting minutes and dispense with the reading of said minutes was made by Paul MacDonald and seconded by Chairman James Moran. Voting was unanimous. Voting in favor were Chairman James Moran and Paul MacDonald.

**APPROVAL OF INVOICES / EXPENDITURES:**

None

**CITIZEN COMMENT:**

None

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

- 2) Discussion, consideration and action relative to the making sure our written advertisement reflects current policies and procedures.

Tabled

- 3) Discussion, consideration and action relative to the recent process of filling positions – status of lists.

The Chairman updated the Board. Discussion to be continued when a full Board is present.

- 4) Discussion, consideration and action relative to consideration for Veterans.

The Clerk was asked to talk with Dan Beardsley of the RI League of Cities and Towns to find what other towns are doing to give consideration to Veterans. The union contracts will be reviewed for pertinent language. Chairman James Moran reminded the Board that we will have to bring our findings in front of the Town Council and Town Manager for their input and final approval.

**NEW BUSINESS:**

**COMMUNICATIONS:**

5) Discussion, consideration and action relative to Farmer's Market Municipal Day.

Present members have other commitments that day. The Chair will check with the absent members to determine their interest in attending this event.

**GENERAL DISCUSSION:**

**ADJOURN:**

**Motion** to adjourn the meeting at 8:55 a.m. was made by Paul MacDonald and seconded by Chairman James Moran. Voting was unanimous. Voting in favor were Chairman James Moran and Paul MacDonald.

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