

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, September 18, 2007 at 5:00 p. m. in the Burrillville Middle School Cafeteria, 2300 Broncos Highway, Harrisville, RI.

MEMBERS PRESENT: Chairman James Moran, Valerie Leduc, Paul MacDonald, Charlotte Gabrielson – Alternate Member

MEMBERS ABSENT:

CALL TO ORDER:

APPROVAL OF MINUTES:

1. Approval of August 14, 2007 meeting minutes and dispense with reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

2. Discussion, consideration and action relative to approving the Bargain Buyer invoice in the amount of \$106.00 to advertise the Financial Aide test.
3. Discussion, consideration and action relative to approving the Providence Journal invoice in the amount of \$1,190.83 to advertise the Financial Aide test.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

4. Discussion, consideration and action relative to the Financial Aide testing that will be conducted following this meeting at 6:00 p.m. (30 applicants)
5. Discussion, consideration and action relative to the inclusion of the library personnel in the Classification Plan.
6. Discussion, consideration and action relative to Chairman James Moran's assistance with the High School Vice-Principal search.

NEW BUSINESS to be considered and acted on:

7. Discussion, consideration and action relative to the part-time Administrative Aide position for the Recreation Department. (This position will have to be temporary until next test.)
8. Discussion, consideration and action relative to the communication received via email regarding the mandatory posting for the new federal minimum wage.

COMMUNICATIONS

9. Discussion, consideration and action relative to the memo dated August 27, 2007 recommending hiring Dawn Caniff to the position of financial aide.

GENERAL DISCUSSION

REQUEST FOR EXECUTIVE SESSION

An Executive Session is requested pursuant to Rhode Island Open Meeting Law [42-46-5 (a)(1)] for testing for the position of financial aide.

ADJOURN

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).