

MEETING AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, December 13, 2016 at 8:30 a.m., Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

MEMBERS PRESENT:

OTHERS PRESENT:

CALL TO ORDER:

APPROVAL OF MINUTES:

1) Discussion, consideration and action relative to the November 15, 2016 meeting minutes and dispense with the reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

2) Discussion, consideration and action relative to approving the invoice payment from The Bargain Buyer for Advertisement of the Empty. List/Dispatcher Ad \$220.00.

CITIZEN COMMENT:

NEW BUSINESS considered and acted on:

- 3) Discussion, consideration and action relative to the Finance Department with Michael Wood, Town Manager.
- 4) Discussion, consideration and action relative to electronic signatures on policies from employees via ADP (payroll system).
- 5) Discussion, consideration and action relative to next phase Probationary Police Officer letters.

OLD BUSINESS considered and acted on:

- 6) Discussion, consideration and action relative to Dispatcher exams with Colonel Lynch regarding updates from Mr. McKenna.
- 7) Discussion, consideration and action relative to Driver/Laborer/Operator testing.
- 8) Discussion, consideration and action relative to Dispatcher testing.
- 9) Discussion, consideration and action relative to updated job descriptions presented to Personnel Board for review.

CORRESPONDENCE considered and acted on:

10) Discussion, consideration and action relative to Thank You note addressed to Colonel Lynch to congratulate him and Lisa Rabideux on the Award Ceremony.

ADDITIONAL NEW BUSINESS TO BE CONSIDERED AND ACTED ON: None

GENERAL DISCUSSION:

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). 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).