

**MEETING AGENDA** of the Personnel Board of the Town of Burrillville held Tuesday, March 21, 2017 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 Tuesday, February 14, 2017 meeting minutes and dispense with the reading of said minutes.

**APPROVAL OF INVOICES / EXPENDITURES:**

- 2) Discussion, consideration and action relative to approving the Employee Expense Reimbursement Request for Gail Labossiere for US Postal Service, Priority Mail to send back Dispatcher tests in the amount of \$23.75.
- 3) Discussion, consideration and action relative to approving the invoice from IPMA-HR for Dispatcher tests in the amount of \$459.
- 4) Discussion, consideration and action relative to approving the invoice from The Bargain Buyer for the Planning Director/Economic Development Coordinator ad in the amount of \$220.

**CITIZEN COMMENT:**

**NEW BUSINESS considered and acted on:**

- 5) Discussion, consideration and action relative to retirement of the Tax Assessor.
- 6) Discussion, consideration and action relative to Reference Specialist vacancy. Consideration of vacancy position to Reference Librarian.

**OLD BUSINESS considered and acted on:**

- 7) Discussion, consideration and action relative to Promotional Police testing.
- 8) Discussion, consideration and action relative to Police Dispatcher testing.
- 9) Discussion, consideration and action relative to updated job descriptions presented to Personnel Board for review.

- 10) Discussion, consideration and action relative to Driver/Laborer/Operator testing.
- 11) Discussion, consideration and action relative to Mechanic testing.
- 12) Discussion, consideration and action relative to the Current Status of Lists.
- 13) Discussion, consideration and action relative to Municipal Salary Survey.
- 14) Discussion, consideration and action relative to the Planning Director/Economic Development Coordinator position.

**CORRESPONDENCE considered and acted on:**

- 15) Discussion, consideration and action relative to Labor Arbitration Institute – Labor Law & Labor Arbitration Seminar, Friday, May 12, 2017 in Boston.

**ADDITIONAL NEW BUSINESS TO BE CONSIDERED AND ACTED ON:**

**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).