

Human Resources Board

Subject: Minutes of Subcommittee Meeting held on Monday, December 11, 2023

Present: Mark Gleckman, Diane Doyle, John Ferrara, Anthony Antico, Lynne Chadey, Patty Fisher
Tracy Blais, Town Administrator

Excused: None

Convened: 3:59 pm

1. **Call to Order:** The subcommittee meeting was called to order by Mark Gleckman at 3:59 pm. Meeting notice requirements were communicated and complied with. A quorum was present.
2. **Minutes of Prior Meeting:** None
3. The purpose of the Subcommittee Meeting was to review a new Job Description, Assistant Town Administrator. This newly created job description combines the administrative role for the Town Administrator and the Select Board with the need for more of an Executive Administrator. This role would take on more responsibilities to meet the demands of the community. In order to attract a well-qualified candidate, it was necessary to rewrite the job description and change the name to reflect the organization structure/model to be more in line with other communities and the expanded services provided at the TA level.

The Classification was completed and a rating of 18.2 was assigned to the Job Description.

4. **Next Meeting:** No future meetings are scheduled for the Classification Subcommittee at this time.
5. A motion was made by Diane Doyle and seconded by Anthony Antico to adjourn at 5:15 pm.

Adjourned: Approximately 5:15 PM

Scribe: Diane M. Doyle