

Human Resources Board

Subject: Minutes of Subcommittee Meeting held on Monday, October 24, 2022

Present: Mark Gleckman, Diane Doyle, John Ferrara, Anthony Antico, Lynne Chadey, Patty Fisher
Tracy Blais, Town Administrator; Martha Taylor, Director of Planning

Excused: None

Convened: 4:29 pm

1. **Call to Order:** The subcommittee meeting was called to order by Mark Gleckman at 4:29 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 Descriptions for the Planning Department. Martha Taylor presented a newly created position of Assistant Town Planner. The Planning Department had hired an Assistant to the Planning Department which had been filled in July 2019. The position was then vacated last year. Based on the increased volume of work and in preparation for succession planning, a full time Assistant Planner has been budgeted at this point. The Assistant Planner would train under the Director of Planning and assist with backlog and long-term planning projects.

The Classification was completed and a rating of 16.2 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 Anthony Antico and seconded by John Ferrara to adjourn at 5:28 pm.

Adjourned: Approximately 5:28 PM

Scribe: Diane M. Doyle