Subject: Minutes of Subcommittee Meeting held on Tuesday, May 18, 2021

Present: Diane Doyle, Mark Gleckman, John Ferrara, Anthony Antico

Excused: None

Convened: 10:07 am (via ZOOM)

1. **Call to Order:** The subcommittee meeting (held via ZOOM) was called to order by Mark Gleckman at 10:07 am. Meeting notice requirements were communicated and complied with. A quorum was present.

2. **Minutes of Prior Meeting:** None

3. Town Administrator, Tracy Blais presented the Job Description for the Director of the Council on Aging. By way of background the position has not been classified in over 10 years. The Town of Newbury hired a new Director in October 2020. As part of the hiring process it was agreed that the Job Description would be re-classified and the salary would be adjusted accordingly.

   The Classification Subcommittee conducted the 10-point factor rating for the position. The Classification rating for the position was determined to be an 18.1. The Director of the Council on Aging Description was approved as revised.

4. **Next Meeting:** No future meetings are scheduled for the Classification Subcommittee at this time.

5. A motion was made by John Ferrara and seconded by Anthony Antico to adjourn at 11:17 am.

   **Adjourned:** Approximately 11:17 AM  
   **Scribe:** Diane M. Doyle