TOWN OF NEWBURY

Human Resources Board

Subject: Minutes of Meeting Held on Monday, December 9, 2019

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

Excused: John Lucey

Convened: 4:04 PM at Town Hall

1. **Call to Order:** The meeting was called to order by Mark Gleckman at 4:04 PM.

2. **Minutes of Prior Meeting:** Motion was made to approve the minutes of the October 28, 2019 meeting. The motion was made by John Ferrara and seconded by Anthony Antico. Vote was unanimous.

3. **Employee Issues:** None

4. **Personnel Actions and Job Vacancies:** The classification subcommittee met to review and classify the DPW Administrative Assistant position. This position has been advertised and interviews are being conducted.

5. **Discrimination/Ethics Issues:** None

6. **Safety Issues:** None

7. **Other Business:**

   The topics of sick pool bank, Manager’s Letter and the CORI policy have all been tabled until the January 27th meeting.

8. **Next Meeting:** The next meeting of the Human Resource Board will be held on Monday, January 27, 2020 **at 4:00 pm** at Town Hall – 2nd floor meeting room

9. A motion was made by John Ferrara and seconded by Anthony Antico to adjourn at 4:12 pm.

Adjourned: Approximately 4:12 PM

Scribe: Diane M. Doyle