

Compensation Committee Meeting
July 24, 2025
Meeting Minutes

Members Present: Andrew Petty, Thatcher Kezer, Aleesha Benjamin

Staff Present: Thomas Howard, Amy McHugh

Call to Order: 1:45 PM

Department of Public Works: Specialized Heavy Equipment Operator

The Committee discussed filling the Specialized Heavy Equipment Operator position, which had been posted internally with no applications received. The recommended candidate is a former town employee who left for the MWRA, where he gained significant experience, including with backhoe and vacuum truck operations. The candidate holds a CDL and is familiar with Town equipment and operations.

Motion to appoint Kenneth Kilmain as Specialized Heavy Equipment Operator at Grade 4, step 6.

Vote: 3-0

Department of Public Works: Mechanic Job Description Update

The Committee reviewed updates to the Mechanic job description. The 1999 version was outdated and lacked sufficient detail. Updates include:

- Addition of CDL trainer responsibilities
- Clarification that the mechanic supports all DPW divisions and works across Town departments
- Inclusion of building maintenance, emergency response, and software use for diagnostics and tracking
- Replacement of outdated terminology (“drain”) with “stormwater”
- Addition of physical and environmental demands, including lifting over 50 pounds and exposure to chemicals

Motion to approve the updated Mechanic job description at Grade 5 (no change in grade).

Vote: 3-0

Department of Public Works: Promotion Process Discussion

A discussion was held regarding the internal promotion process within the DPW. Concerns were raised about the impact of union rules requiring job postings to remain open for five days, which could potentially allow more senior but less specialized employees from other departments to apply for promotions. Clarification was provided that seniority only prevails when all qualifications are equal. Committee members advised consulting with Town Counsel to review individual promotion scenarios to ensure compliance and equity.

No votes were taken.

Chief Procurement Officer: Hiring and Job Description

The Committee reviewed the finalized job description and hiring package for the Chief Procurement Officer. No changes were made to the job description. The recommended candidate has 19 years of municipal experience, including service as a Chief Procurement Officer in Reading and Everett, and is highly proficient in MUNIS and municipal procurement systems.

Motion to approve hiring of Allison Jenkins as the Chief Procurement Officer at Grade 10, Step 8, with four weeks of vacation.

Vote: 3-0

Motion to Adjourn: 2:09 PM

Vote: 3-0

Minutes Approved: January 6, 2026