

**Compensation Committee Meeting**  
**August 28, 2025**  
**Meeting Minutes**

**Members Present:** Thatcher Kezer (Chair), Aleesha Benjamin, Andrew Petty  
**Staff Present:** Amy McHugh (DPW Director)

**Call to Order:** 1:42 PM

**Department of Public Works: Mechanic Hiring**

The Committee reviewed the request to hire a Mechanic at Grade 5. Candidate qualifications, including CDL requirements, were discussed.

**Motion** to authorize hiring a Mechanic at Grade 5, up to Step 8, with final salary negotiations delegated to Human Resources.

Vote: 3–0

**Department of Public Works: Special Clerk Position**

The Committee considered the creation of a Special Clerk position within DPW. It was noted that similar positions in other departments had previously been elevated to Grade 3. Given the added responsibilities of payroll and MUNIS, the position was recommended for reclassification.

**Motion** to establish the Special Clerk (DPW) position at Grade 3.

Vote: 3–0

**Water & Sewer: Special Clerk Job Description Update**

A request was presented to update the Water & Sewer Special Clerk job description to include use of Town software. No grade change was proposed.

**Motion** to approve the update to the Water & Sewer Special Clerk job description (no change in grade).

Vote: 3–0

**Office Assistant: Job Description Update**

The Office Assistant job description was reviewed with revisions to include purchasing and emergency responsibilities. No grade change was recommended.

**Motion** to approve the updated Office Assistant job description (no change in grade).

Vote: 3–0

**Recreation & Parks: Organizational Structure and New Positions**

The Recreation & Parks Department presented an updated organizational structure in preparation for leadership transition. Proposals included creating a new Parks Facilities and Permits Director at Grade 9, reclassifying the Recreation Supervisor at Grade 7, and formalizing a Customer Service and Community Engagement Coordinator position at an anticipated Grade 2–3, pending HR scoring. The Superintendent of Recreation & Parks

remains at Grade 10 with no change. Updated job descriptions will be submitted for HR scoring before final votes are taken.

**Motion** to Adjourn: 2:31 PM

Vote: 3–0

*Minutes Approved: January 6, 2026*