

**Compensation Committee
Meeting Minutes
September 25, 2025**

Members Present: Thatcher W. Kezer III (Chair), Aleesha Benjamin, Andrew Petty
Staff: Thomas Howard, HR Director

Call to Order

The Chair called the Compensation Committee meeting to order at 1:47 p.m. The agenda was taken out of order to begin with Recreation & Parks items.

Recreation & Parks — Position Reviews

Parks Facilities & Permits Director (Non-union)

Members reviewed the updated job description and accompanying scoring sheet. The role was characterized as a high-level, non-union position.

Vote: Motion to approve at **Grade 9, Score 645** passed **3–0**.

Recreation Supervisor (Non-union)

The Committee confirmed prior scoring and classification.

Vote: Motion to approve the job description at **Grade 7, Score 550** passed **3–0**.

Customer Service & Community Engagement Coordinator (Non-union)

Discussion focused on non-union designation due to the position’s discretion, confidentiality (e.g., sensitive family/medical issues), flexible schedule, and public-facing responsibilities. The role is newly created.

Vote: Motion to approve the job description at **Grade 2, Score 305** as **non-union** passed **3–0**.

Library — Position Reviews

Technology Resource Specialist (TRS)

Library leadership outlined the need for a technically skilled staff member to operate and train on makerspace equipment (e.g., 3D printer, Glowforge) and to assist with related programming. Scoring adjustments reflected specialized equipment use and working conditions.

Vote: Motion to approve at **Grade 3, Score 360** passed **3–0**.

Technical Services Assistant

Minor updates to the job description were reviewed (e.g., removing duplicative “periodicals” references; refining customer-service language to “excellent interpersonal and communication

skills”). No change to grade.

Vote: Motion to approve the **updated job description (no grade change)** passed **3–0**.

Department of Public Works-Solid Waste

Temp Special Clerk (Waste Department)

A revised temporary special clerk job description was presented (shared duties supporting both Health and Waste; phones, stickers, spreadsheets, website support). Current incumbent will be moved administratively to Waste (19.5 hours).

Vote: Motion to approve the **job description** passed **2–0**; **Andrew Petty recused**.

Finance Department-Assistant Town Accountant (Non-union)

The Committee reviewed a substantially detailed job description to provide redundancy and strengthen controls in accounting (e.g., state reporting including Free Cash and Schedule A, fixed assets file, receivables reconciliation with Treasurer/Collector, journal entries with appropriate oversight separation, confidential information handling, policy compliance). Certification is required within three years; hiring may precede certification to allow eligibility for the exam.

Vote: Motion to approve at **Grade 9, Score 645** passed **2–0**; **Aleesha Benjamin recused**.

Aleesha will return with a combined/clean final job description that aligns with the approved summary; no scoring change anticipated.

Other Discussion

Library administration noted potential future grade reviews for two positions pending outcomes of the MGT classification/compensation study. The Committee agreed to wait for study deliverables before considering upgrades. The MGT report is expected **October 22, 2025**, after which next steps will be scheduled.

Action Items

- **Recreation & Parks:** Proceed to post the Customer Service & Community Engagement Coordinator as non-union; monitor for any union inquiries.
- **Library:**
 - Provide final, clean TRS job description consistent with approved scoring.
 - Provide revised Technical Services Assistant description removing duplications and using standardized customer-service language.
- **DPW (Waste):** Process administrative transfer (“pink slip”) to move the current Temp Special Clerk under Waste; ensure job description reflects support to both Health and Waste.
- **Finance:** Aleesha to submit a consolidated Assistant Town Accountant job description reflecting the detailed duties approved; maintain certification-within-three-years requirement.

- **Committee:** Review MGT study results after **Oct 22, 2025**, and schedule follow-up for any grade/structure recommendations.

Adjournment

With no further business, the Committee voted to adjourn at **2:45 p.m.**

Minutes approved: January 6, 2026