

**Compensation Committee Meeting**  
**October 23, 2025**  
**Meeting Minutes**

**Call to Order**

The Compensation Committee meeting was called to order at **1:53 p.m.** The Chair noted that draft minutes from the prior meeting were included in the packet for reference but were not posted on the agenda. The Committee agreed the minutes would be placed on the agenda for formal action at the next meeting. Members present were Thatcher Kezer, Aleesha Benjamin and Andrew Petty. Staff present was Thomas Howard, Human Resources Director.

**Abbott Public Library – Technology Resource Specialist Job Description**

The Committee reviewed a revised job description for the **Technology Resource Specialist** position at the Abbott Public Library. Kim Grad, Library Director, explained that, during the recruitment process, the Library identified a need to revise the education language to clarify that a **bachelor’s degree is preferred but not required**. Specifically, the Committee discussed changing “preferred skills and qualifications” to “recommended skills and qualifications,” or similar language, to accurately reflect that applicants without a bachelor’s degree may still be considered.

The Committee discussed the impact of this change on the position’s classification score. It was reported that adjusting the education requirement reduced the score by **20 points**, from **360 to 340**, but **did not change the grade**, which remains **Grade 3**. The Committee emphasized the importance of documenting the score change and retaining the score sheet with the job description record. It was also noted the position would be reposted, beginning with an internal posting.

A motion was made to approve the revised Technology Resource Specialist job description at **Grade 3**, with an updated score of **340**. The motion was approved by a **3–0 vote**. The Committee also directed that an updated scoring sheet be prepared by using the prior scoring as the base and adjusting only the education factor, and that the revised score sheet be saved with the final job description.

**Abbott Public Library – Library Page Job Description**

The Committee reviewed an updated job description for the **Library Page** role. The Library Director reported that the position is part-time, paid on the part-time pay scale at **minimum wage**, and that no change in pay scale or classification was requested. The update was intended to clarify expectations and ensure duties are clearly defined and consistently understood across staff, particularly with the recent involvement of a new circulation supervisor working with the current group of pages.

The revised description expanded and clarified responsibilities such as **hold fulfillment, circulation support, operational tasks, and special projects**, providing a more detailed and useful reference for day-to-day expectations.

A motion was made and seconded to approve the updated Library Page job description. The motion passed by a **3–0 vote**.

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### **Assistant Town Accountant – Job Description Content Approval**

The Committee next discussed the job description materials for an **Assistant Town Accountant** position. Two versions were presented: a shorter summary suitable for an announcement and a longer, more detailed version intended to fully describe duties and expectations. The Committee expressed a preference for the more detailed version to avoid ambiguity about responsibilities.

The Committee discussed that this position reflects a new set of duties and expectations associated with the Town Accountant’s Office and is not a direct replacement of prior responsibilities. The draft materials included a detailed position summary, duties and responsibilities, minimum qualifications (including a bachelor’s degree in accounting/finance/administration or related field, experience expectations, municipal finance familiarity, and Munis experience preferred), and a requirement to obtain a relevant professional certification within three years. Working conditions, confidentiality expectations, and the potential impact of errors were also highlighted. The grade was identified as **Grade 9**.

The Committee agreed that while the substantive content was acceptable, the final document should be converted into the Town’s **standard job description format**, without changing content.

A motion was made and seconded to approve the **content** of the Assistant Town Accountant job description, contingent on formatting it into the Town’s standard job description template. The motion carried **2–0**, with **Aleesha Benjamin recused**.

### **Department of Public Works – Assistant Director, Highway/Tree Job Description**

The Committee reviewed proposed updates to the DPW job description for **Assistant Director, Highway/Tree** presented by Amy McHugh, DPW Director. The DPW Director explained that the updates were intended to reflect the **growing scope of DPW responsibilities** and to support a clearer internal structure that allows for **career advancement and internal promotion**. The Committee discussed that the updated description strengthens the balance between experience-based qualifications and education-based qualifications by including alternative/equivalent pathways, allowing the Town to recruit both from within the workforce and from external candidates with relevant training.

The DPW Director reviewed additions and clarifications to responsibilities, including items related to inspections, coordination and collaboration with the engineering function, facility-related duties, and administration of programs such as CDL training and safety initiatives. The Committee discussed that while duties were clarified and expanded, the changes **did not alter the position's grade**. The Director also noted that alternative qualification scoring resulted in a modest point difference but still remained within the same grade range.

A motion was made and seconded to approve the updated job description for **Assistant Director of Public Works, Highway/Tree**, with **no change in grade**. The motion passed by a **3–0 vote**.

### **Department of Public Works – Assistant Director, Stormwater/Mechanics/Utility Coordinator Job Description**

The Committee then reviewed the updated DPW job description for **Assistant Director, Stormwater/Mechanics/Utility Coordinator**. The DPW Director stated that the revisions were substantially similar in approach to the Highway/Tree position, with updates tailored to the stormwater, mechanics, and utility divisions. The description incorporated clarified duties, including facilities management responsibilities for the DPW building and updated qualification pathways, and referenced a certification expectation related to sanitary sewer collection systems.

The Committee confirmed that these revisions also **did not change the position's grade** and approved moving forward with the updated job description and associated documentation.

A motion was made and seconded to approve the updated job description for **Assistant Director of Public Works, Stormwater/Mechanics/Utility Coordinator**, with **no change in grade**. The motion passed by a **3–0 vote**.

The Committee also discussed, for future consideration, how alternative qualification pathways should be handled if they were to result in different grade outcomes, and agreed to raise this question with the Town's classification consultant at a future update meeting.

### **Adjournment**

With no further business, the meeting was adjourned at **2:22 p.m.**

*Minutes approved: January 6, 2026*