

**Compensation Committee Meeting
November 26, 2025
Meeting Minutes**

Call to Order

The Compensation Committee meeting of November 26, 2025, was called to order at **11:02 a.m.** Members of the Committee present were Thatcher Kezer, Aleesha Benjamin and Adrew Petty. Staff present was Thomas Howard, Human Resources Director.

Abbott Public Library – Technology Resource Specialist (Starting Step)

The Committee reviewed the proposed starting salary for a finalist for the **Technology Resource Specialist** position at the Abbott Public Library. Kim Grad, Library Director, reported that a strong candidate had been identified and was awaiting confirmation of the starting salary. It was proposed that the candidate be offered **Grade 3, Step 4**, with flexibility to extend an offer at **Step 5** if necessary to successfully complete negotiations. It was noted that the proposed salary was within the FY25 budget allocation for the position.

Following discussion, a motion was made and seconded to approve an offer at **Grade 3, Step 5** for the Technology Resource Specialist position. The motion passed unanimously by a **3–0 vote**.

Committee members expressed hope that the candidate would accept the offer promptly and extended Thanksgiving well wishes.

Select Board – Senior Clerk Job Description

The Committee next reviewed a revised job description for the **Senior Clerk** position serving the Select Board. It was noted that the position had historically been classified as **Grade 5** but had previously been upgraded to **Grade 6** due to added IT-related responsibilities when a prior incumbent held the role. The updated job description removes IT duties and restores the position to its traditional classification.

It was further noted that a similar revision had been approved previously but was not implemented due to union rejection. The Committee discussed resubmitting the revised job description and reengaging MMEU union as necessary.

A motion was made and seconded to approve the **Senior Clerk job description at Grade 5**, with IT-related duties removed. The motion passed unanimously by a **3–0 vote**.

Community Development and Planning – Town Planner Job Description

The Committee reviewed proposed updates to the **Town Planner** job description presented by Brendan Callahan, Community Development and Planning Director. The discussion reflected feedback from the outgoing Town Planner regarding the scope of the position, particularly the

role of **Conservation Agent**, which had not been clearly understood at the time of hire. Rather than changing the job title, the revised job description explicitly identifies the Town Planner as also serving as the Conservation Agent.

Additional edits clarify responsibilities related to regulatory boards, conservation matters, public-facing customer service, archival research, coordination with IT and records management, website updates, permit review, legal decision writing for land use matters, and oversight of budgets and invoicing. The Committee discussed and agreed to retain supervisory language in the job description, noting that removal could affect the position's classification.

A motion was made and seconded to approve the **Town Planner job description with the edits as discussed**, including explicit identification of the Conservation Agent role and retention of supervisory responsibilities. The motion passed unanimously by a **3–0 vote**.

Department of Public Works – Mechanic Positions (Starting Steps)

Mechanic – Matthew Stokes

The Committee considered a hiring recommendation for **Matthew Stokes** for a DPW Mechanic position. Mr. Stokes was identified as the most qualified candidate among those interviewed, with extensive experience, including work as an Audi-certified mechanic. It was noted that the department is currently understaffed and that attracting qualified mechanics is increasingly difficult.

A motion was made and seconded to approve hiring **Matthew Stokes at Grade 5, Step 8**. The motion passed unanimously by a **3–0 vote**.

Mechanic – Jackson

The Committee next reviewed the proposed hire of **Jackenson Saintilus**, another mechanic candidate currently working in the private sector. While his experience level was noted to be more entry-level, references were positive, and the department expressed confidence in his potential. It was also noted that an additional mechanic retirement was forthcoming, increasing the urgency of filling vacancies.

A motion was made and seconded to approve hiring **Jackenson Saintilus at Grade 5, Step 5**. The motion passed unanimously by a **3–0 vote**.

Adjournment

With no further business before the Committee, a motion to adjourn was made and seconded. The meeting adjourned at **11:22 a.m.**

Minutes approved: January 6, 2026