

## **Compensation Committee Meeting Minutes January 6, 2026**

### **Call to Order**

The meeting of the Compensation Committee was called to order at 1:33 PM.

### **Attendance**

Members present included Thatcher Kezer, Aleesha Benjamin, and Andrew Petty.  
Staff present included Thomas Howard, Human Resources Director.

### **Finance Department – Assistant Town Accountant Starting Step**

The Committee reviewed a request to adjust the starting step for the Assistant Town Accountant position. It was proposed to increase the starting step from Step 7 to Step 8 to accommodate a candidate who would be accepting a significant reduction in compensation from their current position.

A motion was made and seconded to approve the Assistant Town Accountant position at Grade 9, Step 8. There was no further discussion. The motion passed unanimously (3–0).

### **Approval of 2025 Meeting Minutes**

The Committee reviewed outstanding meeting minutes from 2025. Previously approved January minutes were noted. The Committee considered the following meeting dates for approval: March 3, March 12, March 27, April 14, May 1, May 15, June 18, July 24, August 28, September 25, October 23, November 26, December 20, and December 23.

A motion was made and seconded to approve all listed minutes. There was no further discussion. The motion passed unanimously (3–0).

### **Review and Approval of Compensation Committee Annual Report**

The Committee reviewed the draft Compensation Committee Annual (End-of-Year) Report prepared for submission to the Select Board in accordance with bylaw requirements. The report includes an overview of the Committee's role, membership, and a summary of actions taken during the year.

The Committee noted that a total of 38 actions were taken in 2025, including:

- Job description changes with grade adjustments (10)
- Job description changes without grade adjustments (12)
- Creation of new positions (3), which replaced obsolete positions rather than increasing overall staffing levels

- Hiring of new staff above Step 1 (13)

The report also includes a chronological summary of actions by meeting date.

A motion was made and seconded to approve the report for submission to the Select Board. There was no further discussion. The motion passed unanimously (3–0).

### **Adjournment**

With no further business, a motion to adjourn was made and seconded. The motion passed unanimously (3–0), and the meeting was adjourned at 1:36 PM.

*Approved: April 30, 2026*