



Date: September 9, 2025
To: Mayor and Town Council
From: Sean O’Keefe, Town Manager
Re: Consideration and Approval: **Salary Study**

Objective:

To consider authorization of solicitation of proposals for a comprehensive salary and compensation study to establish market-competitive pay rates and inform long-term budgeting for Town staff.

Summary:

At the request of Councilor Arnold, this item proposes a Town-wide salary and classification study to assess current employee compensation against regional public-sector benchmarks. The study would include analysis of existing Town positions and pay structures, comparative benchmarking with peer municipalities, recommendations for updated salary ranges and classification adjustments, and a proposed implementation schedule for adjustments over a multi-year period.

The intent is to identify both short-term and long-range adjustments needed to improve retention, recruitment, and compensation equity. The study would include midyear FY26 proposed increases to bring pay into alignment with market standards as well as suggested phased increases for FY27, FY28, and FY29, and would serve as a tool to aid in forecasting and prioritizing budget allocations for personnel.

It is expected that the study will take 4 to 5 months to complete.

Fiscal Impact:

It is anticipated that the study would cost approximately \$10,000.

Staff Recommendation:

Staff recommends approval for solicitation of proposals to be brought back to Council.