



TOWN HALL
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FOUNDED DECEMBER 15, 1727
CHARTERED JANUARY 1, 1991

TOWN OF NEWMARKET, NEW HAMPSHIRE

STAFF REPORT

DATE: May 25, 2022

TITLE: Salary Survey and Compensation Study – Resolution # 2021/2022-35

PREPARED BY: William Tappan, Director of Finance & Administration

TOWN ADMINISTRATOR’S COMMENTS – RECOMMENDATION:

BACKGROUND:

Pursuant to the town’s Personnel Policy (Article III, b, i), the town is required to conduct a study of salary levels and make recommendations to the Council based on the study’s findings. In addition to this policy requirement, the upward pressure on labor markets that has been occurring for years and has become more pronounced in recent months, making it necessary to determine the position of the town’s employee compensation relative to their peers in the regional labor market.

DISCUSSION:

While this isn’t a major concern yet, there are indications of potential problems with hiring for open positions. In some recent cases, the compensation budgeted has been less than that being expected from candidates. This is resulting in the administration having to rework its priorities and future expenditures in order to hire. Having an objective analysis of the town’s employee compensation, with recommendations for the future, will provide us with information for making appropriate, market aligned adjustments to our compensation (if needed) and help in future planning and budget development.

Additionally, by hiring a third-party organization that focuses on this type of analysis, the town increases the level of objectivity and removes the administration from concerns about bias from stakeholders.

When putting out to bid, two inquiries were made by firms and two bids were submitted in response to the request for proposal. Interestingly, one of the bidders was not one of those requesting information.

| Vendor | Price |
|---------------------------|----------|
| Paypoint HR, LLC | \$32,500 |
| Municipal Resources, Inc. | \$14,500 |

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RECOMMENDATION:

I recommend the Town Council approve the proposal from Municipal Resources, Inc. as it is lower by \$18,000, the firms employ comparable methodologies and both are reputable firms.

DOCUMENTS ATTACHED:

Proposals from Paypoint HR, LLC and Municipal Resources, Inc.