



AGENDA ITEMS #: 23-10  
COUNCIL MTG OF: January 17, 2023  
FROM: David Caron, Town Administrator  
OFFERED BY: Administration  
PREPARED BY: Administration  
SUBJECT: Amend Non-Rep Plan to include the Town Clerk and establish a salary therefore

## STAFF REPORT

**PURPOSE:** To seek Town Council approval amendments to the Non-Represented Personnel Plan to include the position of Town Clerk to applicable sections and establish a market base wage for the position.

**TOWN ADMINISTRATOR COMMENTS:** Please see comments within this staff report

### BACKGROUND:

The position of Town Clerk is an elected, full-time position within the Town of Derry. The position is not represented by any collective bargaining agreement, and currently lacks structure regarding wage, compensation and benefits treatment. Further the position is significantly undercompensated based upon the external market and internal comparisons. The position of Town Clerk is up for election in March, and now is the time to act upon this measure to ensure that voters understand the compensation attached to the position prior to the filing period for this position which begins on January 25, 2023.

Therefore, it is recommended that the Council adopt the revised plan at this juncture, of which the wage provisions would become effective on July 1, 2023.

### DISCUSSION:

Although many of the provisions in the plan (discipline, time off, etc.) cannot be applied to this elected position, I believe it is important to establish a realistic pay range for the position along with an outline of employee benefits which the Clerk is eligible for. No new benefits would accrue to the Clerk as a result of this action.

Regarding compensation, the position is woefully underfunded based upon a peer-to-peer comparison of like positions in other communities and internal comparisons within the Derry organization. We looked at the same ten municipalities which we typically compare against. We removed four communities as they appear to have combined positions of clerk/collector (register motor vehicles) which entails a lot more responsibility. Based upon this information, we recommend that the position be slotted at Labor Grade D in the non-rep plan.

In FY25, the recommended range for Derry is \$59,134 - \$80,122; after removing Derry from the equation, the FY23 median minimum per the survey is \$76,205 and the max is \$96,792.

Currently, the position pays about \$48K, and the range should begin at \$59,134. Thus, the proposed N/R Plan will include a provision recognizing a two-year transition period to bring the position to scale (i.e. FY24 salary at \$53,500, and FY 25 salary to \$59,134).

**FISCAL IMPACT:**

The anticipated increase to the FY 24 budget is estimated at \$6,875, and the FY25 budget impact would be \$7.042.

**RECOMMENDED MOTION:**

Please see Resolution #2023-006 as amended.

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# RESOLUTION

Number 2023-006

To Approve Periodic Amendments to the  
Non-Represented Personnel Policy

WHEREAS, Section 5.1 of the Town Charter designates the Town Council as the governing and legislative body of the Town and, as such, it is empowered to enact policies; and

WHEREAS, the Town Administrator, pursuant to Section 8.6 of the Charter, has proposed that the Town amend its Non-Represented Employees Personnel Policy;

NOW, THEREFORE, BE IT RESOLVED IN COUNCIL that the amendments to the Non-Represented Employees Personnel Policy are hereby approved.

This Resolution shall take effect on July 1, 2023.

Adopted: January 17, 2023.

Attest:

X \_\_\_\_\_

Joshua Bourdon, Council Chair

Date: \_\_\_\_\_

X \_\_\_\_\_

Cristina Guilford, Town Clerk

Date: \_\_\_\_\_