

Approved

SANBORNTON BOARD OF SELECTMEN'S MINUTES

April 18, 2017

Town Offices

The Board of Selectmen convened for a workshop on Tuesday, April 18, 2017 at 10:30 a.m. at the Town Offices to review the draft Wage Survey and Compensation Study. In attendance were Selectman Karen Ober, Selectman John Olmstead and Selectman Katy North. Gary Thornton of Thornton and Associates, Fire Chief, Paul Dexter; Police Chief, Steve Hankard; DPW Director, Brian Bordeau; Recreation Coordinator, Julie Lonergan; Finance Officer, Peggy Petraszewski; Overseer of Public Welfare, Melanie Van Tassel; Library Director, Marcia Haigh; Town Clerk/Tax Collector, Marla Davis; Town Planner, Bob Ward; Police Sergeant, Justin Howe and Town Administrator, Katie Ambrose were also present.

1. DISCUSSION ITEMS (items needing motions will be on a future Board of Selectmen regular meeting agenda)

1.1 Review of Draft Wage Survey & Compensation Study – Gary Thornton

- a. Process – Mr. Thornton reviewed Thornton and Associates' processes in conducting the job audit, position evaluation, internal equity review, external market survey and wage structure analysis as well as the development of the proposed compensation program.
- b. Questions – Department heads and the selectmen asked questions in regards to the process and data analysis and identified corrections needed for the final report.
- c. Observations - Mr. Thornton discussed observations in terms of external equity (survey results) and internal equity (town philosophy and needs). He observed that according to the market survey the town's current compensation program is imbalanced particularly with the positions at the top of the wage hierarchy. Mr. Thornton also discussed how external equity needs to be weighed against the town's recruitment, retention and budget needs.
- d. Questions – The selectmen and department heads asked questions and made observations about the town's current compensation program and how the imbalance at the top compresses the wages for the positions lower in the hierarchy.
- e. Recommendations – Mr. Thornton reviewed the recommendations in the report and noted that the Board of Selectmen should develop a compensation philosophy.
- f. Next Steps – An agenda item will be scheduled for next week's selectmen's meeting to define their position on a percentile of the salary survey results, discuss the pay matrix and draft a compensation philosophy. TA Ambrose will work with the Department Heads on data corrections and will provide necessary changes to Mr. Thornton who will provide a final report.

2. The workshop ended at 12:35 p.m.

3. **NEXT MEETING(S)** – The Board of Selectmen's next regularly scheduled meeting will be held on **Wednesday, April 19, 2017 @ 5 p.m.** at the **Town Offices**.

Respectfully submitted,
Katie Ambrose, Town Administrator

(These minutes are in draft form and are subject to review & approval at the next regularly scheduled Selectmen's meeting. Meeting minutes are not official unless they are viewed on the Town's web-site www.sanbortnonnh.org or are on file with the Town Clerk.)