

TOWN OF NEWMARKET, NEW HAMPSHIRE
TOWN COUNCIL NON-PUBLIC: RSA 91-A: 3 II a & c
AUGUST, 7, 2013 6:00 p.m.
COUNCIL CHAMBERS

APPROVED
August 21, 2013

PRESENT:

Council Chairman Gary Levy, Council Vice Chairman John Bentley, Councilor Dan Wright, Councilor Phil Nazzaro (arriving at the originally scheduled 6:15 meeting time), Councilor Larry Pickering, Councilor Dale Pike, Councilor Ed Carmichael

Town Administrator Steve Fournier

Council Chairman Levy called the meeting to order at 6:00 p.m.

Council Vice Chairman Bentley moved to enter non-public session under RSA 91-A: II a & c, personnel. Councilor Wright seconded. Town Administrator Fournier polled the Council. Motion carried unanimously, 6 – 0.

Town Administrator Fournier gave an overview of the \$50,000 that had been allotted for raises in the budget. The raises were for non-union employees and those not covered by the Enterprise Funds, water and sewer, as those salaries are paid for by rate payers. The proposed raises totaled approximately \$37,000 including FICA, etc. The average raise was 2% and will be paid retroactively from July 1, 2013. In a few cases, the payment will be a one-time bonus, rather than a raise. The raises were partly performance based and partly cost-of-living based.

Town Administrator Fournier had reviewed the performance evaluations completed by Department Heads. Personnel had been graded on a scale from 1, the highest, to 5 the lowest. He had reviewed salaries in other towns that were demographically and economically similar to Newmarket, as well as area towns. He also took into consideration the 2 year union contract that approved a 1.5% raise for the current year and a 2% raise for the next year. He said the largest discrepancy with other towns was in Newmarket's lower salaries for laborers. Council Vice Chairman Bentley compared the scores to industry, commenting that there was only one employee not receiving a raise.

Town Administrator Fournier said he would be meeting with Department Heads to work on goals and succession planning. He said he would be going to the Council to recommend that Water and Sewer become its own department rather than being under the auspices of DPW. In other cases, he would be meeting with Department Heads to ensure that their job descriptions accurately reflected their duties. Council Chairman Levy said he would prefer that the money be used for bonuses, rather than salary increases. This was discussed, as employees had not received raises in some time, and in some cases, employees were receiving one-time bonuses. Discussion of money for raises/bonuses for FY2015 will be part of the budgeting process.

Town Administrator Fournier said that of those that had responded to the RFP for a part-time Finance Director, none were qualified and none had experience with municipal accounting. He said that Interim Finance Director Angell had offered to leave his position as a consultant, and work directly for Newmarket as its part-time Finance Director.

Town Administrator Fournier will make the Department Head evaluation form available to the Council. He will announce during a public session the total amount of the raises and the average percentage raise. Personnel will be sent letters informing them of their raises/bonuses.

Council Vice Chairman Bentley moved to recess the non-public session and Councilor Pickering seconded. Town Administrator Fournier polled the Council. Motion carried unanimously, 7 – 0 and the Council stood in recess at 6:58 p.m.

Respectfully submitted,

Ellen Adlington, Recording Secretary