



## TOWN OF WARNER

P.O. Box 265

Warner, New Hampshire 03278-0265

Telephone: (603)456-2298

Fax: (603) 456-2297

### Board of Selectmen

Clyde Carson

John Dabuliewicz

Kimberley Edelman

### Town Administrator

Jim Bingham ext. 231

## MEMORANDUM

**DATE:** June 20, 2017

**TO:** All full and part-time employees

**FR:** Jim Bingham, Town Administrator

**RE: Orientation for Compensation Study**

As you know, the Board of Selectmen budgeted to hire an outside firm to conduct a "Total Compensation" study of town employee jobs. The Board has hired Thornton & Associates to conduct this study. Thornton has conducted similar studies for towns, school districts and other organizations throughout northern New England including such local municipalities as New London, Pembroke, Sanbornton, Somersworth, Wolfeboro, Franklin and Meredith as well as such other institutions as Rockingham Co., CDFA, Maine Medical Center and Saint Joseph's College of ME. Their experience and depth of knowledge of job classification and the job market that the town participates in will ensure that this firm is very capable of conducting a professional and comprehensive study.

The first step in this compensation study is to hold an Orientation Session with all the town employees to provide a presentation of how this study will be conducted, how employees and management will participate, and what will be the outcomes of this comparison study. The Board is scheduling this Orientation Session for **next week, on Thursday June 29 at 1:30 pm at the Town Hall. This meeting is required for all full time and part time (payroll) town employees.** Elected and appointed (stipend) officials are welcome and encouraged to attend.

If you are not scheduled to work that day please contact your supervisor to discuss options that will enable you to attend the required Orientation Session.

Thank you,

Jim Bingham

Town Administrator