



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information, 8 days prior** to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: November 10, 2022
Submitted by: Town Manager Paul T. Micali
Department: General Government
Speakers: Paul Micali`

Date of Meeting: November 17, 2022
Time Required: 20 minutes
Background Info. Supplied: Yes: No:

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
Public Hearing:	<input type="checkbox"/>	Old Business:	<input type="checkbox"/>
New Business:	<input checked="" type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

TITLE OF ITEM

New Position Request

DESCRIPTION OF ITEM

The Town Council to be presented with two new positions to be added to the Town’s Classification and Compensation Plan.

REFERENCE (IF KNOWN)

RSA:	Warrant Article:	_____
Charter Article:	Town Meeting:	_____
Other:	N/A	

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

CONTACT INFORMATION

Name:	<u>Paul T. Micali</u>	Address:	<u>6 Baboosic Lake Road</u>
Phone Number:		Email Address:	<u>pmicali@merrimacknh.gov</u>

APPROVAL

Town Manager: Yes No: Chair/Vice Chair: Yes No:

Hold for Meeting Date: _____

Memo



TO: Town Council

FROM: Town Manager Paul T. Micali

DATE: November 8, 2022

RE: **Request to New Positions to Town’s Approved Classification and Compensation Plans**

While looking at the current needs of the Town, I have found the need for two positions to be added to the Town’s Classification and Compensation Plans. The first is Temporary Part-time Skilled Workers and the second is Deputy Director Public of Works – Environmental.

Temporary Part-time Skilled Workers: As you are aware, the Town, like other employers, has recently been struggling to fill some open full-time positions. The positions that have been the biggest challenge are the Equipment Operator I and Mechanic II in the Public Works Department. It has become increasingly difficult to find employees for these positions due to the increased federal requirements to obtain a CDL license. As you can imagine, operating short-staffed for a long period of time can have a toll on our workforce. In order to reduce the burden on existing staff, I see a need to hire temporary workers who can help fill these gaps while we recruit for full time staff. Our hope is that there are qualified individuals, maybe even retired, former employees, who would be interested in a filling in on an as-needed or temporary basis. When researching where to place this position in Classification and Compensation Plans the scale I looked at the current salaries of comparable full time positions (see chart 1 below).

I would recommend placing the position of “Temporary Part-time Skilled Worker” as a grade 9 (\$19.60 - \$28.00)

Chart 1

	Low end	Top end
Full-time Equipment Operator I	\$19.47	\$23.29
Full-time Mechanic	\$23.03	\$28.87
Grade 9	\$19.60	\$28.00

Deputy Director of Public Works – Environmental: The second Position I am asking to be added to the Town’s Classification and Compensation Plans is “Deputy Director of Public Works - Environmental”. This position will be similar to the Deputy Director of Public Works – Town Engineer which is at current grade 24. The duties of the Environmental Deputy would include performing a variety of technical tasks related to regulatory compliance, Federal, State, and Local permitting, program development and compliance program implementation for wastewater, storm water, and other environmental programs. In addition, this position will organize and direct the activities of Regulatory Compliance within the Public Works Department and coordinate activities within departmental divisions and for other departments.

A suggested motion would be to add the positions of Temporary Part-time Skilled Worker at Grade 9 and Deputy Public Works Director- Environmental Grade 24 to the Classification and Compensation Plans and to authorize the Town Manager to fill these positions as needed within the approved operating budget.