

MEREDITH SELECT BOARD

MEETING AGENDA

Meredith Community Center - 1 Circle Drive

July 14, 2025 at 4:30pm

CALL TO ORDER / ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA ITEM 1. APPROVAL OF MEETING MINUTES – page 1

AGENDA ITEM 2. WORKSHOPS – page 8

- A. Community Development Department Reorganization (Manager Milner) – page 8
- B. Discuss Keno Opt Out Warrant Article (Manager Milner) – page 81
- C. Tax Deeded Property Discussion (Manager Milner) – page 83

AGENDA ITEM 3. BUSINESS – page 86

- A. Private Road Name (Admin Asst Maltais) – page 86
- B. Old Home Days Approval (Manager Milner) – page 94

AGENDA ITEM 4. TOWN MANAGER’S REPORT – page 117

AGENDA ITEM 5. VISITOR AND RESIDENT COMMENTS – page 120

AGENDA ITEM 6. SELECT BOARD REPORTS AND COMMENTS – page 121

ADJOURNMENT

Next meeting: July 28, 2025



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of July 14, 2025

From: Kerri Parker, Recording Clerk

Subject: Selectboard to consider approving meeting minutes

Suggested Motion:

Selectboard member moves, *"I move that the Selectboard approve the minutes of the June 23, 2025 Selectboard meeting."*

Selectboard Chair calls for a second, discussion and vote.

Attachments/Exhibits:

Applicable public minutes

1 **MEREDITH SELECT BOARD MEETING MINUTES June 23, 2025**

2

3 Chairperson Mike Pelczar called the meeting to order at 4:30pm Members present

4 Selectperson Jeanie Forrester, Selectperson Lynn Leighton, Vice Chairperson Steve

5 Aiken, Chairperson Mike Pelczar, Town Manager, Judie Milner, Recording Clerk

6 Kerri Parker. Selectperson Jim Gregoire absent with notice.

7

8 Selectperson Lynn Leighton led the pledge of allegiance

9

10 Selectperson Lynn Leighton motioned to approve the minutes from the June 9, 2025,

11 Selectboard meeting seconded by Vice Chairperson Steve Aiken, minutes approved.

12

13 **WORKSHOPS**

14 VHB Presentation on Main Street

15 Chuck Gregory gave the overview of the main street plan which would develop

16 necessary infrastructure improvements along the Main Street corridor to support

17 economic vitality by improving the safety and accessibility for all users of Main

18 Street. There is documented pedestrian crashes including a fatality as well as

19 pedestrian facilities that do not meet ADA guidelines. Furthermore, the community

20 has noted high vehicular speeds during off-peak times. Two Traffic Pattern

21 Alternatives were presented, Alternative #1: Convert Main Street to One-Way

22 Traffic as well as Alternative #2: Maintain Two-Way Traffic on Main Street.. They

23 looked at both options and recommend maintaining the two way traffic with the

24 following improvements:

25 Two-way traffic with double-yellow center line Additional signing for pedestrian

26 crossings (recommended in RSA)

27 Bump outs (curb extensions) @ Lake St, High St, Dover St, Water St, Highland St,

28 & Plymouth St

29 Provide ADA-compliant sidewalks, wheelchair ramps, and crosswalks

30 Remove parking spaces adjacent to crosswalks

31 Reconfigure Waukewan St / Main St intersection

32 Construction Cost Estimate \$3,800,000

33 Other Considerations to be considered would be raised crosswalks/intersections

34 water and sanitary sewer upgrades undergrounding of aerial facilities potential

35 parking study, with a net loss of 12 spaces, and with a parking inventory in hand, the

36 Town may elect to perform a parking study to evaluate the true impact of the loss of

37 these parking spaces. The next steps would be to confirm water and sanitary

38 condition and replacement needs, complete the utility feasibility study, confirm

39 scope and timeline for Preliminary Design. The need for parking study, the

40 limitations, with full or phased approach, water and sewer improvements and the

41 additional elements to consider (streetlighting, RRFB, raised
42 crosswalks/intersections).

43
44 Selectperson Jeannie Forrester asked if there are any state or federal restrictions that
45 would impact the plan, Chuck Gregory stated that he didn't feel that there would be.
46 She further asked if the DPW Director, and Water and Sewer superintendent have a
47 copy to review. Judie Milner explained that they do have the plan and are reviewing
48 them. Chief Mike Harper stated that some plan is needed just for the safety aspect
49 as he witnesses many near mishaps on a weekly if not daily basis. Bonnie Edwards
50 asked if there was any possibility of taking the post office away from Main Street or
51 possibly restricting the larger type of vehicles. Judie Milner questioned how the
52 phased approach could work. Chuck Gregory explained that it could be done in
53 sections to minimize the impact on the traffic. Bob Manley asked if they have
54 considered one way traffic on Dover or Lake streets to minimize how the traffic is
55 entering Main Street.

56

57 Hesky Park Discussion

58 Town Manager Judie Milner spoke about the former Chowder fest and asked about
59 bringing it back again. She stated that she could not find anything in the deeds that
60 prohibit the use of town property to for profit entities. Chairperson Mike Pelczar and
61 the other members of the board felt that continuing to restrict Town Property to Non-
62 profits would be the best practice.

63

64

65 PUBLIC HEARINGS

66 NHEC Easement

67 Chairperson Mike Pelczar opened the public hearing at 5:22pm pursuant to RSA
68 41:14-a relating to the granting of an easement to New Hampshire Electric Coop.
69 Judie Milner stated that this is the second of the required hearing, with the next
70 hearing to be heard and voted on June 30th 2025 meeting, there was no public
71 comment. Chairperson Mike Pelczar closed the public hearing at 5:24pm.

72

73 BUSINESS

74 Police Portable Radios

75 Chief Harper explained the current radios date back to 2012 and were officially
76 discontinued last year. As a result, they are no longer serviceable. We have already
77 had to retire two portable radios that stopped working, which leaves us with just
78 enough units to meet daily operational needs, thanks only to current staffing levels.
79 The purchase of ten new radios—together with one unit purchased last year and one
80 already budgeted for this year—will provide us with a total of twelve new units. This

81 will ensure that we remain fully functional and prepared to meet communication
82 demands. The current 2025 general fund budget; \$40,113.20 in funding is requested
83 from the Police Detail Revolving Fund passed through 2023 warrant article 7.
84 Motorola has announced a price increase for these units effective June 28th 2025
85 which could be upwards of \$1,000 per unit. Moving forward with this purchase now
86 will help us avoid that significant additional cost.
87

88 **Appointment to Village Pathway Committee**

89 Selectperson Lynn Leighton motioned that the *Meredith Selectboard appoint Robert*
90 *Knoll as a regular member to the Village Pathways Committee, seconded by Vice*
91 *Chairperson Steve Aiken, all in favor.*

92 **TOWN MANAGER'S REPORT**

94 Judie Milner shared her appreciation for the Town Departments on a job well done
95 during Bike Week 2025.

96 Intern Aidan Blake – graduated with honors LRCC with Associates Degree in
97 Applied Fire Science

98 Firefighter Barber - received certificates of completion for 16 hours of peer support
99 training, IAF Trained Peer Supporter and 2 hours Behavioral Health Awareness

100 Marybeth King, Christopher Leland and Cherie Gable – Library team members
101 attended Know & Tell training

102 Superintendent Jason Bordeau & the Water Dept Team – Leak detection report
103 shows water loss of 1.5 GPM; 2 years ago 150 GPM – great work team!!!!

104 Planner Labreque and Stephanie Maltais – attended the Spring Planner's conference

105 **Fire Awards:**

106 **Years of Service:**

107 40 years: Deputy Haines and Firefighter Joseph Duschka

108 25 Years: Firefighter Ludwick

109 20 Years: Lt. Haines

110 10 Years: Firefighter Barber

112 **MFD FIREFIGHTER OF THE YEAR - J. Cullen**

113 **MFD OFFICER OF THE YEAR - Lt. Haines**

114 **Certificates of Appreciation:**

115 DEPUTY CHIEF KLOETZ
116 DEPUTY CHIEF HAINES
117 CHIEF ENG. HANK DENISON
118 CAPTAIN PARKER
119 CAPTAIN CURRIER
120 LT. HAINES
121 LT. LATULIPPE
122 LT. LANDRY
123 LT. TAGGETT
124 CHAPLAIN DAIGNEAU
125 COOKIE BOULANGER
126 FF FRENCH
127 FF ENGINEER LUDWICK
128 FF ENGINEER LAFAVRE
129

130 **Welcome Aboard:**

131 Trevor Hunnicutt, Firefighter
132 Jared Wyatt, Call Firefighter
133

134 The City of Laconia is having a Planning Board meeting on July 1st at 6 PM at City
135 Hall concerning the old state school property which we are an abutter to.
136

137 She updated the board on the State budget and how it may affect the town and if the
138 Town wanted to take a position and reach out to the State legislators.
139

140
141 **VISITOR AND RESIDENT COMMENTS**

142 Amy Beliveau, the owner of the Meredith Inn is in support of the Main Street project
143 as they have witnessed the issues first hand but cautioned taking away too many of
144 the parking spots.
145

146 **SELECT BOARD REPORTS AND COMMENTS**

147 Selectperson Jeannie Forrester thanked the departments for their work during Bike
148 Week
149

150 Selectperson Lynn Leighton also thanked the departments for their work during Bike
151 week and also recognized the group that organizes the POW run each year Especially
152 Doc Jones and was very disappointed about the cancelation this year for safety
153 reasons. She reminded all about the Street Dance Friday the 27th of June
154

155

156 Vice Chairperson Steve Aiken reminded everyone about the upcoming planning
157 board meeting.

158

159 Chairperson Mike Pelczar adjourned the meeting at 5:55 pm

160 Next meeting: July 14, 2025

161

162

1 **MEREDITH SELECT BOARD MEETING Minutes June 30, 2025**

2

3 Meeting called to order at 4:50pm with the following members present: Selectperson Lynn Leighton,
4 Vice Chairperson Steve Aiken, Chairperson Mike Pelczar, Town Manager Judie Milner, Recording Clerk
5 Kerri Parker, Selectperson Jim Gregoire and Selectperson Jeanie Forrester absent with notice.

6

7 Chairperson Mike Pelczar led the Pledge.

8

9 Manager Judie Milner gave a short summary of the request to grant an easement to NH Electric
10 Cooperative for underground utilities serving a property at 91 Plymouth Street. The required public
11 hearings were held on Monday, June 9th, 2025, and Monday, June 23rd, 2025, where any interested
12 members of the public were able to attend and comment. There was no public comment.

13

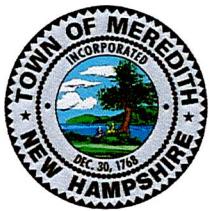
14 Selectperson Lynn Leighton moved to grant NH Electric Cooperative an easement across a portion of Tax
15 Map UIO, Lot 27A to place underground electric to serve the building at 91 Plymouth Street", seconded
16 by Vice Chairperson Steve Aiken, all in favor. approved.

17

18 Meeting adjourned at 4:56pm

19

20 Next meeting: July 14, 2025



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of July 14, 2025**

From: Judie Milner, Town Manager

Subject: **Board to consider reorganization of the community development department**

Suggested Motion:

No Motion – Workshop Only

Background/Discussion:

See attached PowerPoint presentation.

Attachments/Exhibits:

PowerPoint presentation

Community Development assessment & related docs

2023 Meredith Pay & Classification Study

Town of Meredith

Community Development Reorganization

1

Meredith Comm Dev Reorganization - Resources Consulted

- ✓ Town of Meredith Community Development Department Assessment prepared by Jay Minkarah Feb 2023
- ✓ Meredith Wage & Classification Study prepared by Municipal Resources Inc May 2023
- ✓ TM Action Plan Summary prepared by Town Manager October 2023 & supporting docs
- ✓ Community Development Reorg & Duties prepared by Angela Labreque 2025
- ✓ Town of Meredith Selectboard nonpublic meeting April 2025
- ✓ Input from the City of Rochester, Meredith's Community Development Team, Director Carpenter, HR Generalist Chris Janosa
- ✓ With thanks to the many communities who responded to our recent informal community development wage survey

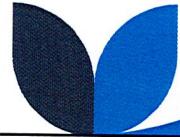
2

Meredith Community Development – What Does That Mean Anyway?

Recommend name change:

Planning and Development Department

3



Meredith Planning & Development - Human Capital

Today:

Town Planner (Gr 17)
Code Enforcement (Gr 16)
Administrative Assistant (Gr 10)
Office Clerk – FT (Gr 4)
Office Clerk – PT (Gr PTS-14)

Recommended:

Director (Gr 22)
Senior Planner (Gr 17)
Code Enforcement (Gr 16)
Planner I (Gr 12)
Office Clerk – FT (Gr 4)

4



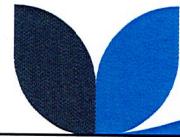
Meredith Planning & Development Reorg - Benefits

Several.....

Most Important Categories:

- ✓ Direct Department Oversight
- ✓ Maintain Standards
- ✓ Professional Leadership
- ✓ Economic Development
- ✓ Complex Projects/Funding Strategies

5



Meredith Planning & Development Reorg - Cost

2025 Budget

Costs can be absorbed in the current budget due to open positions throughout the year

Assumes September 1 live date – 4 months of expenditures in the current budget

2026 Budget*

Annualized difference in expenditures over 2025 budget = \$109,983

However.....



6

3

Meredith Planning & Development Reorg – Net Cost

Recent Fee changes – the lion's share generated by this department – offset the cost:

Annual Projected Cost	\$109,983
Increased Revenues:	
STR Fees (net)	\$ (62,000)
Inspection Fees	\$ (20,000)
Net Annual Cost	\$ 27,983

7

Meredith Planning & Development Reorg – Tax Impact

Based on 2024 Tax Rate:

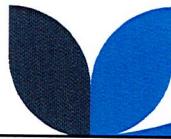
Tax Rate Impact = **\$.0072**

Annual Tax per \$100,000 in assessed value = **\$.72**

Annual Tax bill impact for \$484,470 average non waterfront single family home in Meredith = **\$ 3.49**

8

Questions?



**Town of Meredith
Community Development Department Assessment**



**Prepared by
Jay Minkarah**

February 2023

Town of Meredith
Community Development Department Assessment

This audit of the Town of Meredith Community Development Department was conducted between November 2022 and February 2023 at the request of the Town through its Town Manager and Board of Selectmen. The scope of the audit encompassed a thorough assessment of the department based on statutory requirements and best practices with a focus on user experience, general operations, regulatory compliance, and fairness of process. Specific components of the assessment are outlined below.

1. **Background Review**
 - a. Review of the written documents for consistency with statutory requirements, best practices, and general background on department functions including:
 - Written department and related board, committee and commission policies and procedures.
 - Application forms for all relevant permits and approvals.
 - Fee schedules.
 - Subdivision, Site Plan, and other related regulations for consistency with statutory requirements and best practices.
 - Review of other applicable ordinances and regulations.
 - b. Review the website for ease of access, clarity, and user experience.
 - c. Review a sample of Planning Board, Zoning Board Conservation Commission and other relevant committee minutes selected randomly over the past year.
 - d. Review video recordings of select meetings.
2. **Site Visit**

A site visit to experience the public face of the department and evaluate its overall operations was conducted on November 30, 2022. The site visit included:

 - a. Observation of the interaction between town staff and the public (the front counter experience).
 - b. Observation of where or how application forms and regulatory materials are made available to the public.
 - c. Observation of the interaction of department staff with each other.
 - d. Observation of the interaction between staff and the public.
 - e. Interviews with each department employee to gain insight into departmental operations including identifying actual or functional responsibility for key components of the process, identifying the “chain of custody” for applications and the ways in which communications are carried out between staff, applicants, board members and the public.

3. Confidential off-site Interviews included:
 - a. Experienced applicants for Planning and Zoning Board approvals and building permits.
 - b. Planning Board, Zoning Board and Selectboard members.
 - c. Other municipal staff.

Department Overview

The Meredith Community Development Department is located in a free-standing building at 5 Highland Street to the rear of Town Hall. The Department is responsible for administering planning & zoning regulations, staffing Planning Board and Zoning Board of Adjustment (ZBA), issuing building permits and conducting related inspections, and code enforcement along with street naming, 911 addressing and providing support to various other town committees. The Conservation Commission maintains an office in the building but is not staffed by the Department.

Gas & Oil permits originate in Community Development, but inspections are conducted by the Fire Chief. Since Community Development staff have no oversight or control over the Fire Department, issuing the permits and scheduling inspections is a source of friction and frustration within department. No fees are currently charged.

The Department is staffed by five positions: the Community Development Director, Town Planner, a building inspector who is also the Code Enforcement Officer, Zoning Administrator and Health Officer, an Administrative Assistant and an Office Clerk. Each of these positions is described in greater detail below. The Department uses a third-party consulting firm for engineering review (a common practice) and third-party GIS services.

The front office includes a front counter with a display of application forms and two workstations, one for the Office Clerk and one for the Administrative Assistant. Directly behind the front office is the Building Inspector's office which is within earshot of the front counter. The balance of the first floor consists of a mix of meeting space, file storage and a staff break area. The layout of these multi-purpose spaces is somewhat inefficient, but nevertheless, appears to function reasonably well.

The filing system is a combined, color-coded system based on tax map parcel number that includes planning, zoning, and building files. This is a recommended practice.

Overall, the front office appears to work reasonably well and to be adequately staffed. Application materials are accessible, and the Office Clerk and Administrative Assistant appear able to manage inquiries at the counter as well as phone calls and other demands. During the site visit, three interactions at the front counter were witnessed: one with an individual seeking an inspection and two encounters with a person opening a new business. In addition, incoming phone calls from the public were overheard. In my observation, front office staff were friendly, responsive, and able to address each person's needs successfully.

Website

The Town's website is an impressive resource for a community of Meredith's size. Information on the purpose and mission of the Community Development Department and the Boards it staffs are provided together with links to a variety of planning related information and materials. Applicable ordinances and regulations, application forms, and required fees are readily accessible and contact information for key staff is provided. Helpfully, agendas, agenda packages, minutes, and video recordings of board meetings are also posted on the website. The website provides superior public access to information related to town government generally and to key boards, committees and commissions.

Department Staff

1. Community Development Director

The Community Development Director has been with the Department for 34 years. Not surprisingly, his institutional knowledge is substantial and his contributions to the town appear to be recognized. The Director's workstation is a private office located on the second floor. In addition to managing the Department generally, he works with Capital Improvements Program (CIP) Committee and the Watershed Advisory Committee as well as the Greater Meredith Program, a local community development organization. He does weigh-in on certain development proposals though he does not directly staff the Planning Board or the ZBA. Having a Community Development Director who does not also function as a town planner is unusual in a community of Meredith's size.

2. Town Planner

The Town Planner's workstation is also located in a private office the second floor. The Planner administers the Town's planning regulations, meets with applicants, and assists them in preparing complete applications, reviews application submittals, and staffs the Planning Board. She also works with Bicycle/Pedestrian Committee and Energy Committee. She does not review building permits but does sign-off on Certificates of Occupancy (COs). Should the Master Plan update process proceed, the Town Planner would also be responsible for leading the effort.

It is worth noting that many towns require that the town planner review and sign-off on building permit applications for new construction, especially for commercial development, to ensure that site plan and subdivision requirements are adhered to prior to construction.

A review of the video recordings of various Planning Board meetings over the course of 2022 demonstrates that the Town Planner is an active and important participant in Planning Board meetings. She appears familiar with the details of the projects under review, knowledgeable of the regulations and applicable laws and conducts herself professionally. The Town Planner works closely with the Administrative Assistant who is in effect, a planning assistant. A review

of current and historic Planning Board application activity suggests that the workload for the Town Planner position and Administrative Assistant is substantial but manageable.

3. Administrative Assistant

The Administrative Assistant is the initial point of contact for most Planning Board applicants. She takes in applications and conducts an initial review to make sure required materials are provided. If necessary, the Town Planner is called in to assist.

Planning Board applications are due 21 days before date of hearing. The agenda cut-off is typically on a Monday and applicants are informed by Friday if they made the agenda. The draft agenda is sent out the Friday after the Monday cut-off (17 days before the Planning Board meeting). The Administrative Assistant prepares the agendas, agenda packages, abutter notices and newspaper notices and attends Board meetings. Friday before the Planning Board meeting, agenda packets are ready for pick-up by board members. The Administrative Assistant also provides back-up support for the Office Clerk. Data related to Department Applications is entered into the MuniSmart system. Staff relates that the system is cumbersome to use and has experienced operational problems resulting in a lack of access and loss of data. A new software system is anticipated.

The Community Development Department holds a standing meeting to review applications on the Tuesday after agenda cut-off. The Fire, Public Works, and Water & Sewer departments are invited along with the Conservation Commission and Police Department if needed. Reviewing applications with other relevant town staff in advance of posting the agenda and sending out notices is important to help identify key issues and potential deficiencies and avoid surprises further along in the process.

4. Office Clerk

The Office Clerk takes in Building Permit and other related applications at the counter and conducts a preliminary review of building permit applications using a checklist. She answers basic application related questions and calls in the Building Inspector as needed. Completed permit applications are placed in the Building Inspector's in-box. The Building Inspector sets the fees. Turnaround time for review of an application is typically one to three days. The Office Clerk schedules inspections for the Building Inspector as well as for oil/gas permits. Both she and the Administrative Assistant answer phone calls, assist people at the counter and provide back-up support for each other. This arrangement appears to work well.

5. Building Inspector

The actual title of the Building Inspector is Code Enforcement Officer, Zoning Administrator and Health Officer. The Building Inspector reviews all building related permit applications and conducts necessary inspections. As Health Officer, he also issues permits for septic systems though he does not license or inspect food service establishments. As Zoning Administrator, he staffs the Zoning Board and as Code Enforcement Officer, he is responsible for enforcing the Zoning

Ordinance and Planning Board regulations. The number of permits issued by the Department is substantial and appears to have remained fairly constant over the past few years. ZBA applications are also relatively numerous.

Overall, the Department's practices and procedures in administering the building permit process appears to work well. The prior Building Inspector (the position is currently vacant) was generally well regarded in his building related role. Zoning administration and code enforcement, however, are a source of concern both within and outside of the Department.

Subdivision and Site Plan Regulations

The Town's Subdivision Review and Site Plan Regulations are typical of those adopted by many New Hampshire Towns, however there are numerous inconsistencies and updates that need to be addressed. These include important updates to the regulations necessary to reflect changes in procedural requirements that became effective on July 1, 2022 as a result of the passage of HB 1661. Examples of inconsistencies include the requirement in the Subdivision Regulations that applications be submitted 15 days before the date of the hearing where as the Site Plan Review Regulations and internal policies require 21 days. In addition, several statutory references, various citations and definitions need to be updated and the fees referenced in the regulations also need to be reviewed and reorganized. Further, it would be helpful if both sets of regulations followed a consistent format and structure.

Staff Challenges and Concerns

The challenges of taking in and scheduling oil/gas permits without having any control over the inspections was cited as a source of frustration by multiple Department staff members. Though this would appear to be a relatively minor issue, it is clearly an irritant that should be addressed.

Staff also cited frictions with the ZBA as a concern. These were mainly due to the ZBA's use of its own legal counsel and exclusion of staff from nonpublic sessions regarding legal issues. Staff feels "out of the loop" which in turn, hinders their ability to effectively support the Board. Challenges in enforcing planning regulations and Zoning Ordinance requirements is also source of frustration for both staff and members of the ZBA. Addressing noise complaints and issues related to Airbnb's were specifically cited.

In addition, staff is aware that a Master Plan update is long overdue (the current plan was completed in 2002) but funding for an outside consultant has not yet been approved.

External Issues and Concerns

As noted under staff concerns, the lack of enforcement of planning and zoning regulations has been cited as a concern from people outside of the Department as well as from staff and there is a sense that certain complaints are ignored and that enforcement is inconsistent. Concern that enforcement or administration of Watershed District requirements has been reported.

Lack of progress in updating the Master Plan is also a source of frustration. Multiple individuals interviewed questioned whether a fulltime Community Development Director is needed. The suggestion that the Department is “top heavy” was made by a few people interviewed for this assessment.

The most pressing concern is a perception that in certain cases, applicants for Planning Board or building permit approvals are treated differently based on who they are or whether staff views their applications favorably. One individual gave the example of a downtown development liked by staff being given favorable treatment whereas staff appeared to be less willing to assist an applicant for a project in an outlying area. A lack of responsiveness from staff was also cited along with in some cases, conflicts which may have been personal in nature. Complaints that staff could at times be unhelpful or unresponsive were also cited. It is not possible to verify whether individual applicants are treated unequally or unfairly based on who they are or the nature of the project proposals. However, given that multiple individuals have made similar complaints, it is clearly an issue that needs to be addressed.

Conclusions

1. Overall

Overall, the Community Development Department’s internal practices and procedures in administering the planning process and staffing the Planning Board appear to function well and are generally consistent with statutory requirements and best practices. Importantly, the Planning Board appears satisfied with the support that they receive. Management of the building permit process also appears to function well, though as noted above, involving planning staff in reviewing building permit applications could be beneficial in helping to avoid potential planning related violations before construction.

Planning and zoning related code enforcement is always a challenge, especially when complaints are related to activities occurring outside of normal working hours. It is also challenging because in Meredith, as is true in most towns, enforcement is typically one of many duties that fall under the responsibility of the designated code enforcement officer, and it is rare that the enforcement officer has adequate education, training, and experience in these areas. Further, it is clear that the working relationship between staff and the ZBA needs to be improved.

2. Staffing

The Meredith Community Development Department has the right number of positions, but the job functions of certain positions need to be reevaluated. The Department is too small to have a director who is not actively engaged in administering its core functions, particularly at a time when certain departmental functions are not being addressed adequately. The current Community Development Director has played a valuable role in Meredith for many years and is generally well regarded. As previously noted, however, it is unusual for a town of Meredith’s

size to have a fulltime community development director who does not actively staff one or more boards or play an active role in project reviews. Further, although the director does perform important tasks, the position does not appear to be fully programmed.

On the other hand, given the level of development and planning related activity in Meredith, the Town Planner appears to have a full plate. With the support of the Administrative Assistant and the benefit of the well-designed systems in place, the Town Planner can effectively administer the planning process and provide staff support for the Planning Board. Without the services of a consulting firm or regional planning commission, however, it would be very challenging for the Planner to lead the Master Plan update process while fulfilling her other principal duties. The Master Plan update is more than 15 years overdue and needs to be addressed. Since funding for a consultant has not been approved for 2023, the update process will need to proceed using other department staff and probably volunteers from the community if at all.

Administrative Assistant & Office Clerk: The front office appears to be appropriately staffed through these two positions. Each position has a distinct role, but they are also mutually supportive.

Code Enforcement Officer/Zoning Administrator/Health Officer/(Building Inspector): These are too many titles for one employee. Having a building inspector function as the code enforcement officer is common, however, zoning administration is usually not within the education, training, or experience of most building inspectors. It is also not common to have a Building Inspector serve as staff to the Zoning Board. One or more of these duties should be shifted to other staff. This could improve code enforcement overall and improve staff support for the ZBA.

3. Other Issues

As discussed above, the ZBA has independent legal representation. Staff is excluded from nonpublic discussions with ZBA counsel and staff feels out of the loop. This is a source of mistrust and friction that impedes the ability of staff to properly support the Board. This practice is also problematic more generally since issues that require consultation with legal counsel can relate to litigation to which the town would be a party and it is the town as a whole that bears the cost. The ZBA is not an independent entity; it is a board of the Town and as such, should not be represented by a separate legal firm over which the Town Manager and Board of Selectmen have no input, oversight, or control.

Addressing complaints regarding unequal or unfair treatment is especially challenging since it is not an issue of staff levels or procedures, but rather, an issue of office culture, individual personality and sense of duty. Since concerns related to this issue seem to run deep, it is important that a statement in some form be made that equitable treatment for all applicants is a priority of the Town of Meredith and that this be communicated to the Community Development Director and Department staff through the Town Manager and/or Board of

Selectmen. It may also be worthwhile to have the Town Manager serve as an ombudsman for complaints related to the Department on an interim basis. This would send a signal to the community that the complaints received are taken seriously and may help to mitigate certain issues before they escalate. Finally, consideration should be given to reviewing and possibly amending ordinances related to issues that seem to be the subject of a disproportionate number of complaints such as Short-Term Rentals, the Lake Waukewan Watershed Overlay District and the Architectural Design Review Ordinance.

Recommendations

1. By whatever title, the Community Development Department needs two professional planning/zoning positions to adequately meet current demands. In the long-term, the Town should consider eliminating the Community Development Director position, keeping the Town Planner position, and potentially adding an assistant planner position. In the short term, a redistribution of key department functions would be prudent. There is no one way that tasks should be distributed between staff members, but since the Town Planner appears to have a full workload, the following is recommended:
 - The Community Development Director should assume the role of Zoning Administrator. This would include staffing the ZBA and responsibility for zoning enforcement.
 - The Community Development Director should assume responsibility for enforcing Planning Board site plan and subdivision regulations.
 - The Community Development Director should be tasked with initiating the Master Plan update process. Though it is recognized that funding will be necessary for at least some level of outside support, the Department can initiate the public input process through developing a survey, conducting stakeholder input sessions and charrettes, and compiling available data. Consideration should also be given to pursuing grant funding to support the Master Plan update effort.
2. The Town should discontinue the practice of maintaining independent legal counsel for the ZBA. Furthermore, it is important that town staff are included in any discussions between board members and legal counsel since these discussions inevitably impact zoning administration and enforcement as well as staff support for the Board.
3. The Town should consider hiring a part-time inspector specifically for gas/oil permits and adopt a fee (\$50 would be consistent with other similar permits) to off-set the cost. Though moving the entire process out of Community Development and over to the Fire Department is an option, the Fire Department currently lacks the capacity to handle scheduling the inspections.

4. The Town should consider having the Town Manager serve as an ombudsman for complaints related to the Community Development Department on an interim basis.
5. The Community Development Department should conduct a thorough review of current Nonresidential Site Plan Review and Land Subdivision Regulations together with any related policies, guidelines, procurements and application forms to ensure compliance with current statutory requirements, to update statutory and other references, and eliminate inconsistencies.
6. The Town should review and consider amending certain Zoning Ordinance provisions that are the subject of a disproportionate number of complaints related to unequal treatment of applicants or insufficient enforcement.

About the Author

This assessment was conducted by Jay Minkarah at the request of the Town through its Town Manager. Mr. Minkarah has over thirty years of planning and economic development experience in New England including providing staff support to planning and zoning boards in seven New Hampshire towns. He currently serves as Executive Director of the Nashua Regional Planning Commission. Prior to coming to the Nashua Regional Planning Commission in 2017, he served as President & CEO of DevelopSpringfield, a nonprofit development corporation in Springfield, MA and as Economic Development Director for the cities of Manchester and Nashua. In these roles, he had the opportunity to lead several significant development projects through local municipal permitting and approval processes. He also served as director of the Town of Merrimack Community Development Department from 1994 to 2004. Jay has a Bachelor of Urban Planning from the University of Cincinnati and a Juris Doctor from the University of New Hampshire Franklin Pierce School of Law. He is an inactive member of the New Hampshire Bar Association and currently serves on the Nashua Zoning Board of Adjustment.

**TOWN MANAGER ACTION PLAN SUMMARY
COMMUNITY DEVELOPMENT ASSESSMENT REPORT 2023**
Presented to Select Board October 16, 2023
Presented to Select Board October 30, 2023

RECOMMENDATION #1 – Establish Two Professional Planning / Zoning Positions

1. Community Development Director Position

- a. Position to remain vacant indefinitely
- b. Town Manager to serve as Community Development Director with direct supervision over Community Development staff

2. Town Planner

- ✓ a. Added management and supervision responsibilities by overseeing everyday administration of department staff by assigning staff assignments, workload and priorities
- b. Recommend department priorities, policies and procedures to Town Manager and insure they are being implemented and followed
- c. Assists Town Manager with annual performance review and other personnel issues
- d. Primary staff resource for Planning Board, CIP, Energy Committee and Village Pathways
- e. Assigned to pay grade 17 (\$76,065 to \$99,177)

3. Assistant Town Planner / Zoning Administrator

- a. New full time salaried position
- b. Attends meetings and acts as primary staff resource for ZBA, Waukewan Watershed Advisory Committee and Conservation Commission
- c. Attends Planning Board, Select Board and other meetings as required
- d. Assists Town Planner, department staff, department heads and public with technical planning assistance
- e. Assists Planner with review of subdivision and site plan applications and conducts annual inspections of approved plans for compliance with conditions and approvals.
- f. Investigates land use regulations or code violation complaints and initiates enforcement proceedings by contacting property owners, preparing letters, working with legal staff and attending court proceedings
- g. Prepares/assists grant applications for infrastructure, water quality, transportation, etc.
- h. Approves Zoning Board of Adjustment agenda, prepares staff report and presents cases at ZBA meetings
- i. Administers E911 addressing program
- j. Updates department webpage
- k. Position requires bachelor's degree in planning or community development with 3 to 5 years of experience or any equivalent combination of education, training or experience
- l. Assigned to Grade 14 (\$62,462 to \$86,049)

✓ RECOMMENDATION #2 – Discontinue Practice of Independent ZBA Legal Counsel

- 1. Assign Mitchell Municipal Group as general counsel
- 2. Assign Drummond Woodsum as special counsel as required due to conflict of interests
- 3. Discontinue practice of excluding staff from discussions with ZBA and legal counsel
- 4. ZBA supported this change on May 11, 2023

RECOMMENDATION #3 – Hire Part-Time Fire Inspector and Establish Permit Fees

- 1. Position was previously authorized but postponed due to COVID
- 2. Town Manager authorized recruitment in August 2023

3. Interview process is completed, and new inspector should be in place in November 2023
4. Permit fees to be discussed with Fire Chief and new inspector. Fees should be in place by January 1, 2024

✓ RECOMMENDATION #4 – Town Manager Serve as Ombudsman

1. Town Manager has been performing this role since May 2023 when Mr. Edgar retired
2. Department goal is to treat all customers equally
3. Future customer feedback forms to be developed before 2024

✓ RECOMMENDATION #5 – Review of Non-residential Site Plan and Subdivision Regulations

1. Assistant Planner / Zoning Administrator to be assigned with this task

✓ RECOMMENDATION #6 – Review Zoning Ordinances to Address Complaints and Enforcement

1. Assistant Planner / Zoning Administrator to be assigned with this task

COMMUNITY DEVELOPMENT DEPARTMENT

<p style="text-align: center;">PLANNER 1</p> <ul style="list-style-type: none"> • Oversees the department • Works on Master Plan implementation • Approves the Planning Board agendas, writes staff reports • Meets with applicants before, during and after projects • Respond and meet with development potential inquiries • Ensures compliance with Planning Board approvals. • Conducts specialized research for departments/road/other legal matters. • Update and amend land use Regulations and zoning amendments • Staffs volunteer committees 	<p style="text-align: center;">PLANNER 2</p> <ul style="list-style-type: none"> • Approves the Zoning Board agendas, writes staff reports • Meets with applicants before, during and after projects • Respond and meet with development potential inquiries • Ensures compliance with Zoning Board approvals. • Assists with zoning ordinance amendments • Staffs volunteer committees • Administer the E911 addressing program • Assists with long range planning goals • Updates Community Development Webpage • Coordinates 91A Requests for Information.
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<p style="text-align: center;">CODE ENFORCEMENT OFFICER</p> <ul style="list-style-type: none"> • Performs building inspections • Reviews and issues building permit applications • Acts to ensure compliance with codes and plans • Monitors construction activities • Participates in review and compliance with Planners on land use board matters • Executes enforcement matters, responds to request for investigations • Serves as health officer

<p style="text-align: center;">COMMUNITY DEV. ADMINISTRATIVE ASSISTANT</p> <ul style="list-style-type: none"> • Takes and directs phone calls • Answers general inquiries, calls and front desk customers • Takes in applications and fees at the counter • Helps fulfill Requests for Information • Schedules appointments and meetings • Attends Planning Board meetings, prepares required notifications, agendas, and minutes • Posts notices for volunteer committee meetings and minutes • Enters permitting data and runs reports 	<p style="text-align: center;">COMMUNITY DEVELOPMENT CLERK</p> <ul style="list-style-type: none"> • Takes and directs phone calls • Answers general inquiries, calls and front desk customers • Takes in applications and fees at the counter • Schedules appointments and meetings • Attends Zoning Board meetings, prepares required notifications, agendas, and minutes. • Enters permitting data • Files and assists other in the department as needed.
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REPORT

TOWN OF MEREDITH, NEW HAMPSHIRE

WAGE AND CLASSIFICATION STUDY

MAY 2023

Prepared by:
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REPORT



REPORT

TOWN OF MEREDITH, NEW HAMPSHIRE

WAGE AND CLASSIFICATION STUDY

MAY 2023

INTRODUCTION

Scope of Services

The Town of Meredith, New Hampshire engaged Municipal Resources, Inc. (MRI) to develop an updated Pay and Classification Plan based on comparative analysis of approximately 58 non-union and union classifications to conduct a market salary and benefit analysis. This includes both Town and Library positions as well as review of four classifications from the Fire Call positions. This study was commissioned to re-examine the responsibilities, work performed, and market pay rates for each position included in the study. In general, the study involved reviewing job descriptions, classifying those positions to provide internal equity, surveying the market of comparable municipalities to determine rates of compensation, and developing and recommending a pay and classification plan. Benefits will also be reviewed with recommendations for any modifications if warranted. A Classification and Compensation Study is designed to focus on internal and external equity of both the structure by which employees are compensated as well as the way positions relate and compare to one another across the organization. This report focuses on the analysis and findings related to Meredith's general compensation for all positions, both non-union and union. As the economy continues to improve and other organizations look to raise their wages, Meredith found it necessary to have a compensation system developed to ensure that it is competitive in order to attract and retain the necessary talent to provide services.

Internal equity relates to the fairness of an organization's compensation practices among its current employees. Specifically, by reviewing the skills, capabilities, and duties of each position,

it can be determined whether similar positions are being compensated equitably and are properly aligned within the Town's organizational structure.

External equity deals with the differences between how an organization's classifications are valued and what compensation is available in the market place for the same skills, capabilities, and duties.

CLASSIFICATION AND COMPENSATION

A pay and classification plan is an essential and vital component of a comprehensive human resource administration system. The perception that the pay plan is objective and fair in its assignment of pay to individual positions lends credibility to the Town's entire human resource system. The plan represents a systematic, formalized procedure for developing equitable job groupings and equitable compensation levels for all positions. The plan is based upon the underlying assumption that individuals should receive "equal pay for equal work."

However, implementation of a pay and classification plan should not be viewed as the final step in achieving job equity. The plan must be reviewed on a regular basis to ensure that decisions regarding position requirements and compensation accurately reflect the Town's current service needs, while continuing to maintain the integrity and relevance of the plan.

MRI has reviewed the current job duties and compensation levels for the positions studied. Recommendations have been made that involve the updating of classification and pay plans for both non-union and the DPW union positions. Recommendations for placement of positions within the updated pay plans are made along with any potential cost impact. Of course, any union position modifications would need to be negotiated. Job descriptions were reviewed and have been updated for accuracy on a regular basis.

For maximum effectiveness, the relationship between consultant and client must be a cooperative effort. While Municipal Resources, Inc. assumes responsibility for all final recommendations, client input has been sought, carefully weighed, and incorporated into the report whenever possible.

Study Process

This project included the following steps:

- *Organizational Meetings* with the Town Manager and HR Generalist to discuss the goals and objectives of the study.
- A thorough *Job Analysis Process* which involved reviewing position duties and responsibilities (essential functions) utilizing job descriptions and information gained from the Town.

- Development of a *Classification Plan*. Position assignment to grades based on a system of objective evaluation.
- Thorough *Salary/Benefit Market Analysis* using comparable municipalities jointly selected by Town Officials and MRI.
- Several discussions with the Town to review pay policies and draft work products (i.e., comparative data and other related materials).
- Preparation of minimum estimated *Implementation Costs*.
- Provision of guidelines for maintaining the plan.
- Final preparation of *Report* to the Town with explanation of recommendations and methodology.

The following documents have been prepared for the Town of Meredith, NH:

- Market Data Report (Appendix A)
- Proposed FY2023 Classification Plans (Appendix B)
- Proposed FY2023 Pay Plans (Appendix C)
- Benefits Summaries (Appendix D)

EXECUTIVE SUMMARY

Scope

The study included a review of 58 town positions (including Library and 4 Fire Call positions), and market salary/benefit information from comparable communities. This provided an analysis of the job duties of each position, as well as the current salary structure. Job descriptions were reviewed for accuracy and compliance.

Classification and Compensation

Several discussions were conducted with town representatives and personnel throughout the project. A thorough job analysis process of reviewing responsibilities of all positions was conducted. Job descriptions were reviewed and already updated by the Town.

A thorough salary and benefit market analysis was conducted utilizing comparable municipalities. The 11 municipalities analyzed for salary market were: Bow, Concord, Franklin, Gilford, Hampstead, Hooksett, Laconia, Pembroke, Plaistow, Plymouth, and Wolfeboro. A comparison was made of the average, 75th percentile, Median and minimum and maximum salaries.

The job evaluation process establishes the relative value of jobs within an organization, whereby positions are analyzed, measured, and compared against a common set of criteria in a systematic and objective manner. While internal equity was evaluated for groupings of positions, major focus was addressed on the market external equity of salary and benefits based on current trends.

The Plan

The proposed Pay and Classification Plans for town positions were developed and updated to provide the Town of Meredith with a solid structure to equitably group similar valued positions within a grade. The grade structure for both the Non-Union Plan and DPW Union Pay Plan is similar to the current ones, only updated for the market. The Pay Plan for Non-Union personnel has 23 Grade Levels with 13 steps, and the one for the DPW Union has 14 Grade Levels with 13 steps. There is 2.50 percent between each step. The increase range from minimum to maximum is approximately **35 %**. Comparative data was considered to set the grade parameters, while the classification process controlled the internal assignment of positions to compensation levels. The schedule shows the hourly pay rate as well and the annual salary for employees. The pay scale is based on the market at the 75th percentile of the communities surveyed, which means the Town will be paying employees in the top 25 percent of that market, which is very positive.

A total of ten (11) nonunion classifications are recommended to be reclassified and one (1) classification deleted along with recommendations for five (5) DPW union classifications to be reclassified. The projected cost to place all employees on the new pay plan in the step closest to their proposed pay rate is a total of **\$34,299** for non-union positions and **\$6,490** for DPW union positions or a total of **\$40,789**. Of course, any union changes would need to be negotiated. The town may determine to add additional cost if it desires to consider perhaps longevity, experience or other factors when placing all employees on the new pay scale either now or in the future. The Plan also addresses some potential organizational changes by including a new title in the plan and eliminating one title.

Maintenance/Update

Salary data should be reviewed at least every three years in order to remain competitive with the Town's salary structure.

Fire Call Positions

Pay for these positions was reviewed in the Market Data Report along with discussions with departments included in the survey. Limited results are provided in the report, due to the declining involvement of Call Positions in departments.

Benefits

A review of benefits indicates that the town currently does not have a very competitive program and there are several areas that should be considered to enhance the current benefit package, as when combined with wages it provides employees with a total compensation package. Recommendations are provided in detail in the report.

PROJECT REPORT

Details of the Methodology

In Meredith, the evaluation of job descriptions, position classifications, and compensation levels was undertaken for all employees included in the study. Town representatives were contacted regarding information and working documents. Job descriptions were also reviewed and analysis of the job descriptions along with information pertaining to positions was then conducted.

Throughout this process, evaluation of 14 criteria factors was conducted, based solely on the duties and responsibilities of the position. The evaluation has no relationship to the abilities, performance, or longevity of the employee currently holding the job.

At the same time, salary, and benefit data from municipalities comparable to Meredith were gathered and analyzed for as many positions as possible. Some of the factors reviewed in determining appropriate comparable communities included items such as population, form of government, size of budget, income per capita, location, etc. Salary and benefit data was analyzed for the following 11 municipalities:

Bow	Hooksett
Concord	Laconia
Franklin	Pembroke
Gilford	Plaistow
Hampstead	Plymouth
	Wolfeboro

CLASSIFYING AND COMPENSATING POSITIONS

The Classification Plan

A classification plan is the foundation upon which a sound human resource management program is established. The classification plan is the basis for developing and implementing other human resource functions such as recruitment and selection, training, performance appraisal, succession management, etc. Classification is the process of grouping individual positions into broader groupings for personnel, budgeting, and other management purposes. Classification sorts the work of individual positions based on type of work and then levels of responsibility and difficulty. As such, it is not an exact science but rather a reasonable arrangement of work efforts and activities. Beyond legal constraints, what is most reasonable is that which works best for a particular organization.

It is important to consider the objectives of (1) **Job Analysis** and (2) **Job Evaluation** when reviewing the proposed classification plan. Of critical importance in the process of reviewing jobs are the inherent job factors and the particular skills or quality of work required of the position. A thorough **Job Analysis** produces, in general, five kinds of basic information to aid in this process:

1. Information about the *nature of work* (e.g., essential functions and purpose/objective of the position)
2. The *level of work* (e.g., degree of complexity and accountability)
3. *Job requirements* (e.g., the knowledge, skills, abilities, and other special requirements/characteristics needed to perform the job)
4. *Job qualifications* (e.g., minimum education, training, and experience needed to qualify)
5. *Working conditions* (e.g., the psychological, emotional, and physical demands placed on employees by the work environment)

Job Evaluation is a process that establishes the relative value of jobs within an organization. There may be several reasons for carrying out this process. The main ones are: (1) to establish the correct rank order or groupings of jobs, (2) to establish the relative distance between jobs within the ranking, and (3) to provide an objective measurement of job size for comparison with other jobs and enable salary comparisons to be made.

Job evaluation is the process whereby positions are analyzed, measured, and compared against a common set of criteria in a systematic and objective manner. Job evaluation does not

produce a rate of pay. Rather, it produces a ranking of jobs in terms of "job content," around which a salary structure can be established. Similarly, the evaluation process does not measure an individual's performance. The evaluation looks at the job, not the job holder; it assumes that the job is being performed to a fully acceptable standard and that all the identified requirements of a job are being met.

Market Survey and Developing the Compensation Plan

Municipal Resources, Inc. conducted a thorough salary/benefits survey and market analysis to determine the market competitiveness for positions included in this study. To measure the pay rates among competitors for these positions, MRI distributed custom survey documents to comparable municipalities, identified above. The summary and results of the survey is provided in Appendix A.

All of the comparative data is FY-23 information and detailed on the survey charts. For each position analyzed, data points were collected from the labor market. The data points indicate the amount of salary information for each position surveyed. In some instances: (1) the municipality did not have a comparable position; or (2) the consultants determined that the position was not comparable to the position in Meredith. MRI used professional discretionary judgment when comparing positions to comparable data. The consultants analyzed both the market survey data and evaluation of criteria factors when placing the position on the compensation/classification plan. While this market analysis and information provides the Town with benchmark salary data to set the parameters for compensation decisions, the client must also consider the "uniqueness" of certain positions in the organization, as well as the Town's ability to pay. The following is the analysis definitions for the data collected and presented in the charts.

- All comparative market data collected is FY-23 salary and wage information.
- Certain salary/wage data collected has been pro-rated to hourly for comparative purposes only. Certain salary/wage data collected has been annualized for comparative purposes only.
- For each position analyzed, data points are collected from the labor market. The **Data Points** indicate the amount of salary information for each position surveyed. In other words, the number of communities that reported data for a particular position.
- In each cell, the top number indicates the minimum salary the community pays and the bottom number indicates the maximum salary the community pays. If only one salary is shown, that is the current salary paid.

- The **Average** is the sum of the survey readings divided by the number of the municipalities reporting. The **Average** shows the average minimum salary among the comparables over the average maximum salary/wage among the comparables.
- The **Range** shows the lowest minimum salary among the comparable communities and highest maximum salary among the comparables.
- In an array of survey readings, sorted from low to high, this is the reading that is at the mid-point or middle of the data, indicating that 50% of survey participants pay at or below this salary rate. The **Median** shows the midpoint of the minimum salary among the comparable communities and the midpoint of the maximum salary among the comparable communities.
- The **75th Percentile** shows the 75th percentile of the current salary rate. The percentile rank looks at the array of data points and gives each data point a percentile rank, where the lowest data point is 0% and the highest data point is 100%. In an array of survey readings, sorted from low to high, this indicates that 75% of the surveyed market pays at or below this salary rate. Therefore, to develop a system at this rate, positions would fall within the top 25% of the market.
- In some instances: (1) the municipality did not have a comparable position; (2) the consultants determined that the position was not comparable; or (3) the information was not made available to the consultants.

Description of Pay and Classification Plans

Setting the rates of pay for jobs on the position hierarchy results in what is called a “pay structure.” When reviewing or developing pay rates, a number of major policy decisions need to be made. For example: How should the Town pay level relate to the market? For what does the Town want to pay (i.e., job content, seniority, performance, cost of living, etc.)? How does the Town currently pay its employees? The resulting compensation plan should reflect the Town’s pay policies, the market place, internal job values, and the financial ability of the Town to pay at a given level. These are all questions that Meredith should consider when reviewing the proposed structure.

The proposed Classification Plans are presented in Appendix B and the Proposed Pay Plans are presented in Appendix C. Pay ranges were set for groups of positions which the consultants determined should be paid equally. The Proposed Pay Plans are developed at the 75th percentile of the market surveyed, which places positions in the top 25% of the market. Each grade level includes a pay range from minimum to maximum of approximately 35% and

includes 13 steps with 2.50% between each step. Comparative data was considered to set the grade parameters, while the classification process controlled the internal assignment of positions to compensation levels. While internal equity was evaluated for groupings of positions, major focus was addressed on the market external equity of salary and benefits based on current trends.

Updated pay scales are proposed in order to be more competitive with the market. Of course, if changes are desired in the DPW union positions as discussed in this report, they would need to be negotiated.

Pay ranges are in place in order to provide town officials with flexibility for hiring and placement levels based on education and experience and allows for flexibility for performance achievements if desired. In general, the pay ranges on the proposed salary schedule were developed utilizing the 75th percentile of market salaries. The actual placement within the Classification Plan is based on a combination of market salary evaluation and blended with criteria factors that were evaluated for each position.

This is a base salary plan and does not include compensation for longevity, special pay, benefits, or other compensation. It is up to the Town to determine its ability to pay with regard to the implementation of this proposed compensation plan. The Town has fallen behind with salary levels for some positions. There are different types of implementation systems the Town could utilize in order to have a phased-in approach, if necessary due to any budgetary issues. Some options to consider include implementing changes beginning at six months into the adopted budget, thus only incurring the cost the first year for a six-month period. Of course, the following year, a full year of salaries would need to be budgeted. Another option is to phase in the changes immediately and budget a percentage that could be feasible, such as 50% the first year and 50% the second year. This study did not take into consideration performance, longevity, or special abilities/talents of employees. Therefore, Town officials may determine that it is necessary to make further adjustments when placing employees within the proposed pay ranges. This would alleviate possible compression issues that may be a result of long-time employees having salaries at similar levels as new employees in the same classification.

BENEFITS

A survey was conducted of some pay-related insurances/benefits/policies, to determine how comparable the Town is with other municipalities. In order to determine the total compensation package, both salaries and benefits are typically considered. This is significantly important for recruitment purposes to attract qualified applicants and then retain them. Benefits were surveyed for both nonunion and union positions, and summaries of both are provided in Appendix D. A review of benefits indicates that the town currently does not have a very competitive program and there are several areas that should be considered to enhance the current benefit package. While some benefits surveyed were comparable there were some

significant ones that are not such as health insurance, which is an important one. The town should consider improvements in several benefits that are discussed in the Recommendations.

IMPLEMENTATION AND OTHER RECOMMENDATIONS

The following sections are intended to assist and guide the Town of Meredith in implementing the proposed pay and classification plans. Successful implementation will require a concerted effort by Town Officials and employees to make equitable judgments in a consistent and objective manner.

Initial Placements for Current Employees

The placement of two or more positions on a certain grade represents a judgment that those positions should be compensated comparably within the range and steps provided. The range is similar to a scale providing Meredith with the opportunity to make distinctions between employees (not positions) based upon established criteria applied consistently. These criteria might include special abilities, experience, longevity, and/or any other factors determined by the Town. Longevity may be a fair way of placement initially. The study has recommended placing all employees on the step closest to the proposed pay rate that does not warrant any reduction in pay.

Salaries Below Pay Range

If the salary of an employee is below the minimum, step 1, of the proposed grade at the time of implementation, every effort should be made to bring it into the range. At the time of this study, MRI has found five nonunion employees and two DPW union employees that are below the minimum within the grades proposed. The Town should move forth to establishing a plan to bring these positions to the minimum grade level proposed in order to properly compensate these employees. The cost for this is a total of \$5,969 for nonunion employees and \$374 for DPW union employees.

Total Implementation Cost

The total estimated implementation cost recommended, which includes placing all employees on the proposed pay scales on the step closest to the new pay rate without any reduction in pay, is estimated to cost \$40,789 annually (nonunion \$34,299; union \$6490). If the Town desires to additionally place all employees within the new pay ranges and add additional compensation to address longevity, or other factors, it would need to compute the additional cost.

Salaries Above Pay Range

To maintain morale and a sense of fairness, MRI recommends Meredith not reduce the compensation level of any current employee. If an employee's current salary falls above the upper limit of the recommended grade range, the town should maintain the employee's salary above the maximum for the grade until the employee retires or separates from the town. This is called "red-lining" a position. New employees can be hired at the appropriate lower pay. MRI did not find any employees in this category at this time. There may be other reasons specific employees fall above the pay range, such as having additional responsibilities they were compensated for, or possessing unique additional qualifications the town believes is necessary. The Pay and Classification Plans should serve as a guide to determine pay rates, and the Town Manager has the flexibility of placing employees on the pay scale or beyond the maximum pay rate based on variable market conditions or other pertinent considerations. However, most communities will not grant an increase to an employee's base salary once he or she has reached the maximum level of the salary range, only a COLA adjustment unless there are special circumstances. Meredith should also continue to grant cost-of-living increases to those employees who have reached maximum level within the grade range. At the time of this study no employees were found to be higher than the maximum pay rate in the proposed schedule.

Salary Compression

Salary compression is an internal problem initiated by external market conditions and exacerbated by other factors. It can occur when (1) there are differences in pay between employees with differing skill sets and/or experience levels; (2) current employee pay raises don't keep up with increases in the market; (3) new hires are hired in levels similar to employees with several years' in the Town; or (4) in order to meet the supply and demand of some positions, individuals may be hired at a higher rate of pay than current employees. Any or all of these factors can be a part of the reason compression may be experienced in the future in the Town. At this time, it does not appear that this has happened in the town. Turnover and low morale are two major results that may occur due to salary compression, and the town is encouraged to keep this in mind in the future and not take any actions that could create a compression issue.

Vacancies

When a vacancy develops, it is a good time to automatically review the position. This may involve a job analysis and updating the job description and reviewing the market for the particular position.

Update and Maintain the Pay and Classification Plans

The Town should maintain and update the pay and classification plans. This would include the following tasks:

- Conduct regular position reviews to assure positions have current functional job descriptions that are based on job content.
- Conduct job analysis of new positions to assure these positions are properly assigned to a grade.
- Review positions to ensure internal equity in relationship to other Town classifications.
- Conduct periodic salary surveys (every three years) to ensure market competitiveness.

Reclassifications

The proposed Classification and Pay Plans continue to have the same structure of grade levels in order to be consistent and provide an easy understanding of the new plan. However, as a result of evaluating all position duties and requirements for internal equity and salary in the external market the following grade reclassifications are recommended:

<u>Non-Union Position Title</u>	<u>Current Grade</u>	<u>Proposed New Grade</u>
Police Administrative Assistant	7	10
Children's Librarian	8	10
Real Estate Appraiser	8	10
Technical Services Librarian	8	10
Circulation Librarian	8	10
Parks & Recreation Operations Crew Chief	9	11
Town Planner	14	18
Library Director	16	18
Public Works Assistant Director	17	18
Police Chief	21	23

DPW Union Position Title

Office Clerk	4	5
Water & Sewer Operator	5	6
Building & Grounds Crew Chief	6	8
Water & Sewer Crew Chief	8	9
Mechanic Crew Chief	10	11

Fire Department and Community Development Department

Fire Department

In addition to the full time Fire Chief position, the Fire Call positions of Fire Lieutenant/Engineer, Fire Captain/Chief Engineer and Fire Deputy Chief were included in the salary survey and the results of pay rates can be reviewed in the Market Data Report. The Town of Meredith currently has specific pay rates for Call Positions based on different certification levels in a step system with eight steps. Upon discussion with the departments surveyed that still have Call Positions, it was learned that there are very limited numbers of Call Personnel and in some cases, are in name only left on the rosters. Also, payment listed in many cases is based on long-time personnel rates. Consequently, there was not sufficient data to make any recommendations regarding modifications to the current system utilized.

Currently the town is having an assessment conducted of the Fire Department and should be receiving some recommendations in the near future. It is unknown at this time if recommendations could impact the current and/or future structure of the department, no pay recommendations have been made for the Call Personnel or the full-time Fire Chief position at this time, as based on the current market data, the Fire Chief position is in the appropriate grade level. If the organization changes in the future, this position may warrant being reevaluated at that time.

Community Development Department

Due to the recent retirement of the Community Development Director, the Town has been in the process of evaluating the structure of this function. At the time of this study, the Town will be eliminating the position of Community Development Director and it therefore has not been included in the Classification Plan. A new position title, Assistant Planner, has been added to the Classification Plan at Grade Level 12 which will provide assistance to the Town Planner position. Initially the Town Manager will oversee the operation of this department.

Implementation of Pay Plan

Our study results indicate that for the Town of Meredith to maintain a competitive edge with the market and retain qualified employees, the proposed pay plan should be implemented and provides growth for most employees at the proposed grade levels. MRI received sufficient data for this analysis and the findings are valid. It is recommended that the updated system be implemented as soon as possible. The system provides consistency for all employees and provides a fair and equitable system for the Town to implement.

Implementation of Classification Plan

The Town should implement MRI's proposed Classification Plans in order to have a valid, structured system that complements the salary schedule. The attached classification plans include position titles and should be implemented in accordance with the Town's funding implementation.

Cost-of-Living (COLA)

If a cost-of-living percentage increase is granted annually, in the future it should be applied to the entire salary schedule and updated. This raises the compensation rates for the entire compensation schedule equal to changes to the cost of living. This COLA can be determined by the CPI (Consumer Price Index) or what surrounding communities are implementing for an annual cost of living.

Benefits

The benefits reviewed indicate that while the Town provides some comparable benefits to other communities surveyed, some of the primary benefits are lacking and not competitive for recruitment and retention when viewing the Total Compensation package of salary and benefits. The summary included in Appendix D lists data from communities surveyed.

As a result of the analysis of the data, it is recommended that the town consider enhancing the following benefits, which will be an improvement to the Total Compensation Package.

- Health Insurance – move to increase the Employer Contribution rate to 85-90% (this could be phased in over a time period. Additionally, the opt out incentive if an employee has other health insurance should increase to a percentage of 25-45% of the cost of the plan.
- Personal Days – consideration should be given to adding two personal days each year.
- Vacation Days – consideration should be given to increasing the number of vacation days each year from 11 years of service and up. They should incrementally be increased to 25 days with service of 25 years or more.
- Short and Long- Term Disability Insurance – These both should be added with the Employer Share of cost at 100%.
- Dental Insurance – An increase of the employer contribution share to 90%.
- Longevity Program – This program should be reviewed to be increased incrementally at 5- year increments.
- Life Insurance – currently the town only provides \$20,000 in life insurance for each employee and funds it 100%. The amount of insurance provided should be one times the annual salary of the employee with a maximum amount of \$100,000, paid for by the Employer.

It is recommended that the Town further evaluate the costs of each of the benefits. Some are fairly low cost while others may cost some, such as health insurance, but will greatly aid with the recruitment and retention of talented employees. The Town should utilize these recommendations as a roadmap for improvements.

CONCLUSION

The Town of Meredith's compensation and benefit programs have fallen somewhat behind the municipal labor market. The current market trend and difficulty of recruitment and retention of qualified employees are factors the Town must consider. It is imperative for the Town to adopt a more relevant Pay and Classification Plan as well as an improved Benefits package to provide a positive Total Compensation Package for all positions.

MRI received sufficient data for this analysis and is confident in the market results.

Market surveys should be conducted every three years. The proposed pay and classification plans should be viewed as only one step in the development compensation program. The methodology will be of assistance in furnishing improved tools and guidance to management personnel. Ensuring that job descriptions, salary, and classification plans are regularly reviewed and have valid methodologies will ultimately improve the management of compensation for all positions.

Since both the Town of Meredith and the labor market are active and subject to constant change, it should not be expected that this plan will provide solutions to all salary problems, nor will it eliminate the need for mature judgment in the administration of salaries. It does, however, provide a framework within which most salary matters can be handled.

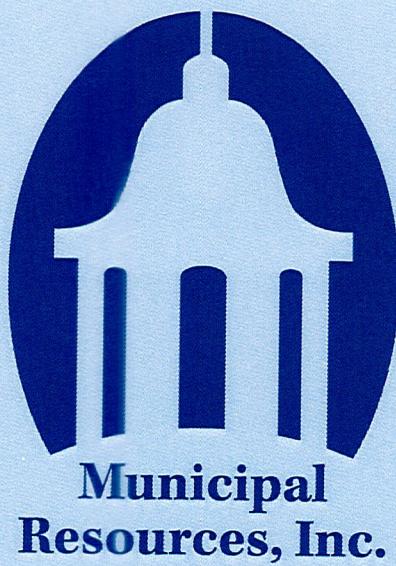
Municipal Resources, Inc. has provided the Town of Meredith with the methodology and guidelines to maintain the pay and classification plans. Used together, job evaluation and salary and benefit surveys equip Meredith with the information needed to maintain a sound and consistent pay structure. Thus, the employees are assured of being compensated on an equitable basis compared with their internal colleagues in the organization and are assured that their compensation is on par with external competitors too. While both job evaluation and salary surveys attempt to achieve consistency in the wage structure, they use different criteria to evaluate consistency (i.e., internal vs. external comparison).

Please review the attached key documents to this report.

DISCLAIMER

Although every effort has been made to ensure the accuracy and completeness of this report, Municipal Resources, Inc. cannot be responsible for any errors in the positions, salaries, and wages of other organizations; positions and salaries are always changing. Nor can we be responsible for the changes in any laws or regulations that may affect the positions studied.

APPENDIX A



MEREDITH, NH FY23 MARKET DATA REPORT

Current Grade	line	Position Title	Meredith	Bow	Concord	Franklin	Gilford	Hampstead	Hooksett	Laconia	Pembroke	Plaistow	Plymouth	Wolfeboro
10	1	Administrative Assistant	25.86 33.95	20.53 25.02	21.58 31.25	17.55 23.04			21.87 30.62	21.37 32.91	19.16 27.79	19.00 25.00		18.76 26.80
20	2	Assessor	42.38 55.64	outsourced	45.40 64.13			outsourced	33.35 46.69	outsourced		outsourced	outsourced	outsourced
4	3	Assistant Librarian	19.62 25.80				17.25 27.93	24.09 36.15						
12	4	Assistant Library Director	28.57 37.47		37.26 53.96		23.75 38.45	29.95 44.95			18.08 26.27	23.09 26.84	32.33	24.37
8	5	Children's Librarian	23.44 30.78	23.45 23.45	33.73 48.88	16.07 21.08	22.00 35.62	24.09 36.15			17.06 24.74	18.68 26.15	26.15	23.29
16	6	Code Enforcement / Health Officer	28.57 37.47	32.04 39.02	33.73 48.88	24.92 32.69	29.75 48.17	31.63 47.47	30.25 42.35	see Comm Dev Dir	24.55 36.06	24.00 35.00	stipend \$4,000	21.75
20	7	Community Development Director	42.38 55.64	37.15 45.26	61.04 80.10		40.00 64.76			38.98 49.32			36.08 50.48	
12	8	Deputy Tax Collector / Asst. Town Clerk	25.86 33.95		30.60 44.29	16.77 22.00	22.00 35.62	20.45 30.70	stipend \$2,000	17.96 23.15		19.50 23.98		20.69 29.54
10	9	Deputy Town Clerk / Asst. Tax Collector	25.86 33.95	21.58 26.29	33.73 48.88			20.45 30.70	13.08 25.74	17.96 23.15	18.08 26.27	17.00 20.91		18.76
23	10	Director of Administrative Services (Finance Director/Purchasing/IT)	49.18 64.54	41.00 49.96	41.13 59.56	41.39 54.31	40.00 64.76	29.95 44.95	38.96 54.55	40.56 51.00	29.37 43.00		34.02 47.62	62.33
7	11	Dispatcher/Clerk	22.30 29.27		20.12 31.36	18.17 23.82	23.00 35.87			20.51 30.68		22.93 25.95	20.17 28.24	17.33 26.19
10	12	Finance Clerk / General Assistance Officer	25.86 33.95		19.55 28.32	18.60 24.40	22.00 35.62		19.83 27.77		20.32 29.55	20.00		
20	13	Fire Chief	42.38 55.64	43.08 52.49	50.12 69.07	41.39 54.31	43.00 69.62	37.25 55.90	42.85 60.02	40.56 51.00	34.98 50.72	41.28 45.67	57.80	49.41
11	14	GIS Specialist	27.16 35.67		29.03 48.88					24.11 30.83				
11	15	HR Generalist	27.16 35.67		27.67 40.14				30.25 42.35	23.48 33.21		24.04		38.46
11	16	IT Specialist	27.16 35.67	outsourced	21.65 31.36					27.13 38.38	outsourced			25.48
2	17	Library Aide	17.42 22.87	18.00 21.70	15.29 25.67	14.75 19.37		15.58 23.39		16.95 21.17	12.75 20.76		17.29 24.21	13.00 20.94
16	18	Library Director	34.82 45.65	40.74 40.74	45.40 64.13	26.45 32.69	34.00 55.05	35.27 52.94		36.02 44.98	24.55 36.06	28.29 38.85	39.61	45.71
4	19	Office Clerk	19.62 25.80		18.63 28.32	16.07 21.08	17.25 27.93	18.34 29.07	19.83 27.77	18.05 23.63	18.08 26.27	16.01 22.42		
20		Parks and Recreation Operations Laborer (Maintenance of community center, buildings, grounds & parks)	18.30 24.02			13.56 17.79	12.00 19.43						20.69	Municipal Resources, Inc.

MEREDITH, NH FY23 MARKET DATA REPORT

Current Grade	line	Position Title	Meredith	Bow	Concord	Franklin	Gilford	Hampstead	Hooksett	Laconia	Pembroke	Plaistow	Plymouth	Wolfeboro
9		Parks & Recreation Operations Crew Chief	24.62 32.31	27.62 33.66	29.03 42.02					24.66 34.85			26.45 37.02	
10	21	Parks and Recreation Program Director	25.86 33.95	20.53 25.02	41.13 59.56		20.75 33.60					20.25 24.90	24.71 34.59	19.70 28.14
18	22	Parks & Recreation Director	38.41 50.42	30.49 37.15	45.40 64.13	27.99 36.71	29.75 52.62						28.29 39.61	32.64
7	23	Police Administrative Assistant	22.30 29.27	20.53 25.02	21.58 31.25	17.55 23.04	22.00 35.62		27.43 38.40	23.92 31.47		25.75	20.17 28.24	23.63
21	24	Police Chief	44.54 58.46	43.08 52.49	50.12 69.07	41.39 54.31	43.00 69.62	37.25 55.90	42.85 60.02	37.08 73.27	53.76 50.48	47.89 67.05	54.10	
13	25	Police Corporal	30.00 39.38										24.87 37.58	
18	26	Police Lieutenant	38.41 50.42	37.15 45.26	39.88 54.08	32.82 43.06	32.50 52.62		33.35 46.69	47.00 51.36	31.45 44.52			41.88
11	27	Police Officer	27.16 35.67	26.29 32.04	28.51 43.74	23.78 31.20	26.00 40.55	27.02 33.61	25.42 33.85	24.82 33.77	24.55 36.06	26.32 34.64	23.09 32.33	22.14 33.45
14	28	Police Sergeant	30.03 41.34	32.04 39.02	34.49 48.54	26.45 34.71	29.75 48.17	38.62 39.22	21.45 38.09	38.62 44.76	27.70 40.18	36.37 41.30	28.29 39.61	25.88 39.10
17	29	Public Works Assistant Director	36.57 47.97	32.04 39.02	45.40 64.13	27.99 36.71	29.75 53.62			31.80 44.16			32.09 44.94	
22	30	Public Works Director	46.80 61.43	43.08 52.49	50.12 69.07	41.39 54.31	40.00 64.76	37.25 55.90	42.85 60.02	40.56 51.00	34.98 50.72			45.67
8	31	Real Estate Appraiser	23.44 30.78		25.04 36.25		22.00 35.62			20.34 28.74				
11	32	Staff Accountant	27.16 35.67	25.02 30.49	26.35 38.20	21.69 28.46	20.75 33.60			25.87 36.53	24.55 36.06			
8	33	Technical Services Librarian	23.44 30.78		33.73 48.88			28.36 42.57		22.10 27.60				
12	34	Town Clerk	32.44 32.44	30.49 37.15	45.40 64.13	16.07 21.08	38.53 38.53	29.95 44.95	stipend \$5,000	25.87 36.53	24.55 36.06	24.52 24.52	26.45 37.02	37.16
14	35	Town Planner	30.03 41.37		41.13 59.56	41.39 54.31			23.04 45.33		24.55 36.06	outsourced		40.60
18	36	Water & Sewer Superintendent	38.41 50.42	outsourced	41.13 59.56	20.49 26.89				31.45 44.52				38.74

MEREDITH, NH FY23 MARKET DATA REPORT

Current Grade	line	Position Title	Meredith	Bow	Concord	Franklin	Gilford	Hampstead	Hooksett	Laconia	Pembroke	Plaistow	Plymouth	Wolfeboro
		PUBLIC WORKS UNION												
U10	37	Administrative Assistant	25.86 33.95	20.53 25.02	20.57 29.73	17.55 23.04			17.94 28.17	18.92 24.33		24.04 26.50		18.76 26.80
U6	38	Buildings & Grounds - Crew Chief	21.22 27.87	22.66 27.62	26.29 38.08	20.49 26.89		20.45 30.70		26.58 33.90			20.17 28.24	21.73 31.03
U6	39	Cemetery Sexton	21.22 41.37		29.03 42.02			stipend \$5,000				stipend \$7,200	stipend \$7,000	
U14	40	DPW/Highway Operations Manager	30.03 32.31		41.13 59.56	20.49 26.89		26.86 40.31		27.91 35.56	20.32 29.55	36.00	24.71 34.59	25.15 35.92
U9	41	Drainage Crew Chief	24.62 32.31		25.04 42.02									
U9	42	Heavy Equipment Mechanic	24.62 24.02	22.66 27.62	23.65 34.25	17.28 22.67	23.36 37.82			22.98 27.34	19.16 27.79		20.17 28.24	19.70 28.14
U3	43	Laborer	18.30 26.50	20.53 25.02	17.60 25.46		19.42 31.44	18.34 27.53	14.99 23.55	17.47 21.07	13.77 19.54	21.50 26.44	14.82 20.75	17.01 24.29
U5	44	Maintenance II (3 years experience, CDL-B)	20.21 27.87		19.38 28.08	14.61 19.16						16.10 23.35		20.17 28.24
U6	45	Maintenance III (skilled work, 4 years experience, CDL-B, winter maintenance/backhoe)	21.22 33.95		20.38 29.53	16.54 21.69								
U10	46	Maintenance IV (skilled work, 6 years experience, CDL-B, road grader/heavy equipment)	25.86 25.80		21.40 31.03	17.28 22.67								
U10	47	Mechanic Crew Chief	25.86 41.37	29.03 35.36	26.35 38.20	20.49 26.89	28.25 43.35		23.02 36.13	26.58 33.90				23.95 34.21
U4	48	Office Clerk	19.62 24.02		20.57 29.73	16.07 21.08	17.25 27.93						16.01 22.41	
U14	49	Public Works Operations Manager	30.03 32.31		33.73 48.88	20.49 26.89								
U3	50	Solid Waste Attendant	18.30 26.50		outsourced	16.54 21.69	19.42 31.44	15.58 23.39	14.99 23.55	17.11 22.11			16.01 22.42	17.00
U9	51	Solid Waste Coordinator	24.62 32.31			20.49 26.89	23.75 38.45							17.89 25.54
U5	52	Water & Sewer Operator	20.21 26.50		23.66 34.25	16.54 21.69								17.89 25.54
U8	53	Water and Sewer Crew Chief	23.44 30.78		23.81 34.29	20.49 26.89	23.36 37.82							19.70 28.14

MEREDITH, NH FY23 MARKET DATA REPORT

Current Grade	line	Position Title	Meredith	Bow	Concord	Franklin	Gilford	Hampstead	Hooksett	Laconia	Pembroke	Plaistow	Plymouth	Wolfeboro
		CALL FIRE		Yes	No	Yes	Some	Yes	Yes	No		Yes	Some	Some
F1	54	Firefighter	11.41 17.14	20.53 25.02		18.60 24.40	16.00 25.91	20.45 30.70	17.13 23.98			18.50	varies	12.72 25.00
F2	55	Fire Lieutenant/Engineer	17.14 19.65					24.09 36.15	17.98 25.18			21.00		
F3	56	Fire Captain/Chief Engineer	19.66 22.18			22.82 29.95		25.44 38.17	18.89 26.45			22.00		
F4	57	Fire Deputy Chief	21.54 24.10	22.66 27.62		32.82 43.06		26.86 40.31						

MEREDITH, NH FY23 MARKET DATA REPORT

Current Grade	line	Position Title	Meredith	Comp Data Points	75th percentile of Market	Comp Lo-Hi Range	Comp Median	Comp Average	% Higher/Lower than Comp Ave
10	1	Administrative Assistant	25.86 33.95	8 8	21.42 30.78	17.55 32.91	19.85 27.30	19.98 27.80	22.7% 18.1%
20	2	Assessor	42.38 55.64	2 2	42.39 59.77	33.35 64.13	39.38 55.41	39.38 55.41	7.1% 0.4%
4	3	Assistant Librarian	19.62 25.80	2 2	22.38 34.10	17.25 36.15	20.67 32.04	20.67 32.04	-5.4% -24.2%
12	4	Assistant Library Director	28.57 37.47	5 7	29.95 41.70	18.08 53.96	23.75 32.33	26.43 35.31	7.5% 5.8%
8	5	Children's Librarian	23.44 30.78	7 9	23.77 35.62	16.07 48.88	22.00 24.74	22.15 28.60	5.5% 7.1%
16	6	Code Enforcement / Health Officer	28.57 37.47	8 9	31.73 47.47	24.00 48.88	30.00 39.02	28.86 39.04	-1.0% -4.2%
20	7	Community Development Director	42.38 55.64	5 5	40.00 64.76	36.08 80.10	38.98 50.48	42.65 57.98	-0.6% -4.2%
12	8	Deputy Tax Collector / Asst. Town Clerk	25.86 33.95	7 7	21.35 33.16	16.77 44.29	20.45 29.54	21.14 29.90	18.3% 11.9%
10	9	Deputy Town Clerk / Asst. Tax Collector	25.86 33.95	7 8	21.02 27.39	13.08 48.88	18.08 26.01	20.27 27.59	21.6% 18.7%
23	10	Director of Administrative Services (Finance Director/Purchasing/IT)	49.18 64.54	9 10	41.00 58.31	29.37 64.76	40.00 52.66	37.38 53.20	24.0% 17.6%
7	11	Dispatcher/Clerk	22.30 29.27	7 7	21.72 31.02	17.33 35.87	20.17 28.24	20.32 28.87	8.9% 1.4%
10	12	Finance Clerk / General Assistance Officer	25.86 33.95	5 6	20.32 29.24	18.60 35.62	19.83 28.05	20.06 27.61	22.4% 18.7%
20	13	Fire Chief	42.38 55.64	9 11	43.00 58.91	34.98 69.62	41.39 54.31	41.61 56.00	1.8% -0.6%
11	14	GIS Specialist	27.16 35.67	2 2	27.80 44.37	24.11 48.88	26.57 39.86	26.57 39.86	2.2% -11.7%
11	15	HR Generalist	27.16 35.67	3 5	28.96 40.14	23.48 42.35	27.67 38.46	27.13 35.64	0.1% 0.1%
11	16	IT Specialist	27.16 35.67	2 3	25.76 34.87	21.65 38.38	24.39 31.36	24.39 31.74	10.2% 11.0%
2	17	Library Aide	17.42 22.87	8 8	17.04 23.60	12.75 25.67	15.44 21.44	15.45 22.15	11.3% 3.1%
16	18	Library Director	34.82 45.65	8 10	37.20 51.13	24.55 64.13	34.64 42.86	33.84 45.08	2.8% 1.3%
4	19	Office Clerk	19.62 25.80	8 8	18.41 28.03	16.01 29.07	18.07 27.02	17.78 25.81	9.4% 0.0%
	20	Parks and Recreation Operations Laborer (Maintenance of community center, buildings, grounds & parks)	18.30 24.02	3 3	17.13 24.49	12.00 29.54	13.56 19.43	15.42 22.25	15.8% 7.4%

MEREDITH, NH FY23 MARKET DATA REPORT

Current Grade	line	Position Title	Meredith	Comp Data Points	75th percentile of Market	Comp Lo-Hi Range	Comp Median	Comp Average	% Higher/Lower than Comp Ave
9		Parks & Recreation Operations Crew Chief	24.62 32.31	4 4	27.97 38.27	24.66 42.02	27.04 35.94	26.94 36.89	-9.4% -14.2%
10	21	Parks and Recreation Program Director	25.86 33.95	6 6	23.72 34.34	19.70 59.56	20.64 30.87	24.51 34.30	5.2% -1.0%
18	22	Parks & Recreation Director	38.41 50.42	5 6	30.49 49.37	27.99 64.13	29.75 38.38	32.38 43.81	15.7% 13.1%
7	23	Police Administrative Assistant	22.30 29.27	7 9	22.96 31.47	17.55 38.40	21.58 28.24	21.88 29.16	1.9% 0.4%
21	24	Police Chief	44.54 58.46	8 11	44.28 68.06	37.08 73.27	42.93 55.90	42.83 60.01	3.8% -2.6%
13	25	Police Corporal	30.00 39.38	1 1	24.87 37.58	24.87 37.58	24.87 37.58	24.87 37.58	17.1% 4.6%
18	26	Police Lieutenant	38.41 50.42	7 8	38.52 51.68	31.45 54.08	33.35 45.98	36.31 47.43	5.5% 5.9%
11	27	Police Officer	27.16 35.67	11 11	26.31 35.35	22.14 43.74	25.42 33.77	25.27 35.02	7.0% 1.8%
14	28	Police Sergeant	30.03 41.34	11 11	35.43 43.03	21.45 48.54	29.75 39.61	30.88 41.15	-2.8% 0.4%
17	29	Public Works Assistant Director	36.57 47.97	6 6	32.08 51.45	27.99 64.13	31.92 44.55	33.18 47.10	9.3% 1.8%
22	30	Public Works Director	46.80 61.43	8 9	42.91 60.02	34.98 69.07	40.98 54.31	41.28 55.99	11.8% 8.8%
8	31	Real Estate Appraiser	23.44 30.78	3 3	23.52 35.94	20.34 36.25	22.00 35.62	22.46 33.54	4.2% -9.0%
11	32	Staff Accountant	27.16 35.67	6 6	25.66 36.41	20.75 38.20	24.79 34.83	24.04 33.89	11.5% 5.0%
8	33	Technical Services Librarian	23.44 30.78	3 3	31.05 45.73	22.10 48.88	28.36 42.57	28.06 39.68	-19.7% -28.9%
12	34	Town Clerk	32.44 32.44	8 10	32.50 38.19	16.07 64.13	28.20 37.09	29.66 37.71	8.6% -16.3%
14	35	Town Planner	30.03 41.37	4 5	41.20 54.31	23.04 59.56	32.84 45.33	32.53 47.17	-8.3% -14.0%
18	36	Water & Sewer Superintendent	38.41 50.42	3 4	36.29 48.28	20.49 59.56	31.45 41.63	31.02 42.43	19.2% 15.9%

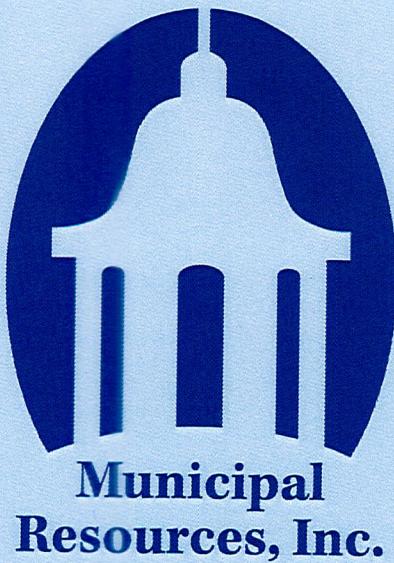
MEREDITH, NH FY23 MARKET DATA REPORT

Current Grade	line	Position Title	Meredith	Comp Data Points	75th percentile of Market	Comp Lo-Hi Range	Comp Median	Comp Average	% Higher/Lower than Comp Ave
PUBLIC WORKS UNION									
U10	37	Administrative Assistant	25.86 33.95	7 7	20.55 27.49	17.55 29.73	18.92 26.50	19.76 26.23	23.6% 22.7%
U6	38	Buildings & Grounds - Crew Chief	21.22 27.87	7 8	24.48 32.92	20.17 38.08	21.73 30.87	22.62 31.13	-6.6% -11.7%
U6	39	Cemetery Sexton	21.22 41.37	1 1	29.03 42.02	29.03 42.02	29.03 42.02	29.03 42.02	-36.8% -1.6%
U14	40	DPW/Highway Operations Manager	30.03 32.31	7 8	27.39 37.08	20.32 59.56	25.15 35.74	26.65 37.30	11.2% -15.4%
U9	41	Drainage Crew Chief	24.62 32.31	1 1	25.04 42.02	25.04 42.02	25.04 42.02	25.04 42.02	-1.7% -30.1%
U9	42	Heavy Equipment Mechanic	24.62 24.02	8 8	23.08 29.74	17.28 37.82	21.42 27.97	21.12 29.23	14.2% -21.7%
U3	43	Laborer	18.30 26.50	10 10	19.15 26.20	13.77 31.44	17.54 24.66	17.55 24.51	4.1% 7.5%
U5	44	Maintenance II (3 years experience, CDL-B)	20.21 27.87	4 4	19.58 28.12	14.61 28.24	17.74 25.72	17.57 24.71	13.1% 11.3%
U6	45	Maintenance III (skilled work, 4 years experience, CDL-B, winter maintenance/backhoe)	21.22 33.95	2 2	19.42 27.57	16.54 29.53	18.46 25.61	18.46 25.61	13.0% 24.6%
U10	46	Maintenance IV (skilled work, 6 years experience, CDL-B, road grader/heavy equipment)	25.86 25.80	2 2	20.37 28.94	17.28 31.03	19.34 26.85	19.34 26.85	25.2% -4.1%
U10	47	Mechanic Crew Chief	25.86 41.37	7 7	27.42 37.17	20.49 43.35	26.35 35.36	25.38 35.43	1.9% 14.3%
U4	48	Office Clerk	19.62 24.02	4 4	18.08 28.38	16.01 29.73	16.66 25.17	17.48 25.29	10.9% -5.3%
U14	49	Public Works Operations Manager	30.03 32.31	2 2	30.42 43.38	20.49 48.88	27.11 37.89	27.11 37.89	9.7% -17.3%
U3	50	Solid Waste Attendant	18.30 26.50	6 7	16.97 23.47	14.99 31.44	16.28 22.42	16.61 23.09	9.2% 12.9%
U9	51	Solid Waste Coordinator	24.62 32.31	3 3	22.12 32.67	17.89 38.45	20.49 26.89	20.71 30.29	15.9% 6.2%
U5	52	Water & Sewer Operator	20.21 26.50	3 3	20.78 29.90	16.54 34.25	17.89 25.54	19.36 27.16	4.2% -2.5%
U8	53	Water and Sewer Crew Chief	23.44 30.78	4 4	23.47 35.17	19.70 37.82	21.93 31.22	21.84 31.79	6.8% -3.3%

MEREDITH, NH FY23 MARKET DATA REPORT

Current Grade	line	Position Title	Meredith	Comp Data Points	75th percentile of Market	Comp Lo-Hi Range	Comp Median	Comp Average	% Higher/Lower than Comp Ave
CALL FIRE									
F1	54	Firefighter	11.41 17.14	6 7	19.99 25.47	12.72 30.70	17.87 25.00	17.57 24.79	-54.0% -44.6%
F2	55	Fire Lieutenant/Engineer	17.14 19.65	2 3	22.56 30.67	17.98 36.15	21.04 25.18	21.04 27.44	-22.7% -39.7%
F3	56	Fire Captain/Chief Engineer	19.66 22.18	3 4	24.13 32.01	18.89 38.17	22.82 28.20	22.38 29.14	-13.9% -31.4%
F4	57	Fire Deputy Chief	21.54 24.10	3 3	29.84 41.69	22.66 43.06	26.86 40.31	27.45 37.00	-27.4% -53.5%

APPENDIX B



**MEREDITH NH Non Union Proposed
Classification Plan -FY2023**

Position Title
2
Library Aide
3
No Position Assigned
4
Assistant Librarian
Office Clerk
5
No Position Assigned
6
No Position Assigned
7
Dispatcher/Clerk
8
No Positions Assigned
9
No Positions Assigned
10
Administrative Assistant
Children's Librarian
Circulation Librarian
Deputy Tax Collector
Deputy Town Clerk
Finance Clerk / General Assistance Officer
Parks and Recreation Program Director
Real Estate Appraiser
Technical Services Librarian
11
GIS Specialist
IT Specialist
Parks & Recreation Operations Crew Chief
Police Officer
Staff Accountant
12
Assistant Library Director
Assistant Planner
Town Clerk
13
Police Corporal

**MEREDITH NH Non Union Proposed
Classification Plan -FY2023**

Position Title
14
Police Sergeant
15
No Positions Assigned
16
Code Enforcement / Health Officer
HR Generalist
17
No Positions Assigned
18
Library Director
Public Works Assistant Director
Parks & Recreation Director
Police Lieutenant
Town Planner
Water & Sewer Superintendent
19
No Positions Assigned
20
Assessor
Fire Chief
21
No Positions Assigned
22
Public Works Director
23
Director of Administrative Services
Police Chief

**MEREDITH NH DPW Proposed
Classification Plan -FY2023**

Grade/Position Title
3
Laborer
Solid Waste Attendant
4
No Positions Assigned
5
Office Clerk
Maintenance II
6
Cemetery Sexton
Maintenance III
Water & Sewer Operator
7
No Positions Assigned
8
Buildings & Grounds - Crew Chief
9
Drainage Crew Chief
Heavy Equipment Mechanic
Solid Waste Coordinator
Water and Sewer Crew Chief
10
Administrative Assistant
Maintenance IV
11
Mechanic Crew Chief
12
No Positions Assigned
13
No Positions Assigned
14
DPW/Highway Operations Manager
Public Works Operations Manager

APPENDIX C



Municipal

Resources, Inc.

MEREDITH, NH PROPOSED NON UNION PAY PLAN FY2023

Percent between steps= 2.50

Annual based on 40 hour week

GRADE		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
1	Hourly	16.00	16.40	16.81	17.23	17.66	18.10	18.55	19.01	19.49	19.98	20.48	20.99	21.51
	Annual	33,280.00	34,112.00	34,964.80	35,838.40	36,732.80	37,648.00	38,584.00	39,540.80	40,539.20	41,558.40	42,598.40	43,659.20	44,740.80
2	Hourly	17.50	17.94	18.39	18.85	19.32	19.80	20.30	20.81	21.33	21.86	22.41	22.97	23.54
	Annual	36,400.00	37,315.20	38,251.20	39,208.00	40,185.60	41,184.00	42,224.00	43,284.80	44,366.40	45,468.80	46,612.80	47,777.60	48,963.20
3	Hourly	18.80	19.27	19.75	20.24	20.75	21.27	21.80	22.35	22.91	23.48	24.07	24.67	25.29
	Annual	39,104.00	40,081.60	41,080.00	42,099.20	43,160.00	44,241.60	45,344.00	46,488.00	47,652.80	48,838.40	50,065.60	51,313.60	52,603.20
4	Hourly	20.00	20.50	21.01	21.54	22.08	22.63	23.20	23.78	24.37	24.98	25.60	26.24	26.90
	Annual	41,600.00	42,640.00	43,700.80	44,803.20	45,926.40	47,070.40	48,256.00	49,462.40	50,689.60	51,958.40	53,248.00	54,579.20	55,952.00
5	Hourly	20.80	21.32	21.85	22.40	22.96	23.53	24.12	24.72	25.34	25.97	26.62	27.29	27.97
	Annual	43,264.00	44,345.60	45,448.00	46,592.00	47,756.80	48,942.40	50,169.60	51,417.60	52,707.20	54,017.60	55,369.60	56,763.20	58,177.60
6	Hourly	21.60	22.14	22.69	23.26	23.84	24.44	25.05	25.68	26.32	26.98	27.65	28.34	29.05
	Annual	44,928.00	46,051.20	47,195.20	48,380.80	49,587.20	50,835.20	52,104.00	53,414.40	54,745.60	56,118.40	57,512.00	58,947.20	60,424.00
7	Hourly	22.80	23.37	23.95	24.55	25.16	25.79	26.43	27.09	27.77	28.46	29.17	29.90	30.65
	Annual	47,424.00	48,609.60	49,816.00	51,064.00	52,332.80	53,643.20	54,974.40	56,347.20	57,761.60	59,196.80	60,673.60	62,192.00	63,752.00
8	Hourly	23.90	24.50	25.11	25.74	26.38	27.04	27.72	28.41	29.12	29.85	30.60	31.37	32.15
	Annual	49,712.00	50,960.00	52,228.80	53,539.20	54,870.40	56,243.20	57,657.60	59,092.80	60,569.60	62,088.00	63,648.00	65,249.60	66,872.00
9	Hourly	24.80	25.42	26.06	26.71	27.38	28.06	28.76	29.48	30.22	30.98	31.75	32.54	33.35
	Annual	51,584.00	52,873.60	54,204.80	55,556.80	56,950.40	58,364.80	59,820.80	61,318.40	62,857.60	64,438.40	66,040.00	67,683.20	69,368.00
10	Hourly	25.50	26.14	26.79	27.46	28.15	28.85	29.57	30.31	31.07	31.85	32.65	33.47	34.31
	Annual	53,040.00	54,371.20	55,723.20	57,116.80	58,552.00	60,008.00	61,505.60	63,044.80	64,625.60	66,248.00	67,912.00	69,617.60	71,364.80
11	Hourly	27.30	27.98	28.68	29.40	30.14	30.89	31.66	32.45	33.26	34.09	34.94	35.81	36.71
	Annual	56,784.00	58,198.40	59,654.40	61,152.00	62,691.20	64,251.20	65,852.80	67,496.00	69,180.80	70,907.20	72,675.20	74,484.80	76,356.80
12	Hourly	29.00	29.73	30.47	31.23	32.01	32.81	33.63	34.47	35.33	36.21	37.12	38.05	39.00
	Annual	60,320.00	61,838.40	63,377.60	64,958.40	66,580.80	68,244.80	69,950.40	71,697.60	73,486.40	75,316.80	77,209.60	79,144.00	81,120.00
13	Hourly	30.00	30.75	31.52	32.31	33.12	33.95	34.80	35.67	36.56	37.47	38.41	39.37	40.35
	Annual	62,400.00	63,960.00	65,561.60	67,204.80	68,889.60	70,616.00	72,384.00	74,193.60	76,044.80	77,937.60	79,892.80	81,889.60	83,928.00

MEREDITH, NH PROPOSED NON UNION PAY PLAN FY2023

Percent between steps= 2.50

Annual based on 40 hour week

GRADE		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
14	Hourly	32.00	32.80	33.62	34.46	35.32	36.20	37.11	38.04	38.99	39.96	40.96	41.98	43.03
	Annual	66,560.00	68,224.00	69,929.60	71,676.80	73,465.60	75,296.00	77,188.80	79,123.20	81,099.20	83,116.80	85,196.80	87,318.40	89,502.40
15	Hourly	33.50	34.34	35.20	36.08	36.98	37.90	38.85	39.82	40.82	41.84	42.89	43.96	45.06
	Annual	69,680.00	71,427.20	73,216.00	75,046.40	76,918.40	78,832.00	80,808.00	82,825.60	84,905.60	87,027.20	89,211.20	91,436.80	93,724.80
16	Hourly	35.00	35.88	36.78	37.70	38.64	39.61	40.60	41.62	42.66	43.73	44.82	45.94	47.09
	Annual	72,800.00	74,630.40	76,502.40	78,416.00	80,371.20	82,388.80	84,448.00	86,569.60	88,732.80	90,958.40	93,225.60	95,555.20	97,947.20
17	Hourly	36.50	37.41	38.35	39.31	40.29	41.30	42.33	43.39	44.47	45.58	46.72	47.89	49.09
	Annual	75,920.00	77,812.80	79,768.00	81,764.80	83,803.20	85,904.00	88,046.40	90,251.20	92,497.60	94,806.40	97,177.60	99,611.20	102,107.20
18	Hourly	38.00	38.95	39.92	40.92	41.94	42.99	44.06	45.16	46.29	47.45	48.64	49.86	51.11
	Annual	79,040.00	81,016.00	83,033.60	85,113.60	87,235.20	89,419.20	91,644.80	93,932.80	96,283.20	98,696.00	101,171.20	103,708.80	106,308.80
19	Hourly	40.30	41.31	42.34	43.40	44.49	45.60	46.74	47.91	49.11	50.34	51.60	52.89	54.21
	Annual	83,824.00	85,924.80	88,067.20	90,272.00	92,539.20	94,848.00	97,219.20	99,652.80	102,148.80	104,707.20	107,328.00	110,011.20	112,756.80
20	Hourly	43.60	44.69	45.81	46.96	48.13	49.33	50.56	51.82	53.12	54.45	55.81	57.21	58.64
	Annual	90,688.00	92,955.20	95,284.80	97,676.80	100,110.40	102,606.40	105,164.80	107,785.60	110,489.60	113,256.00	116,084.80	118,996.80	121,971.20
21	Hourly	45.00	46.13	47.28	48.46	49.67	50.91	52.18	53.48	54.82	56.19	57.59	59.03	60.51
	Annual	93,600.00	95,950.40	98,342.40	100,796.80	103,313.60	105,892.80	108,534.40	111,238.40	114,025.60	116,875.20	119,787.20	122,782.40	125,860.80
22	Hourly	46.90	48.07	49.27	50.50	51.76	53.05	54.38	55.74	57.13	58.56	60.02	61.52	63.06
	Annual	97,552.00	99,985.60	102,481.60	105,040.00	107,660.80	110,344.00	113,110.40	115,939.20	118,830.40	121,804.80	124,841.60	127,961.60	131,164.80
23	Hourly	49.30	50.53	51.79	53.08	54.41	55.77	57.16	58.59	60.05	61.55	63.09	64.67	66.29
	Annual	102,544.00	105,102.40	107,723.20	110,406.40	113,172.80	116,001.60	118,892.80	121,867.20	124,904.00	128,024.00	131,227.20	134,513.60	137,883.20

MEREDITH, NH PROPOSED DPW PAY PLAN FY2023

Percent between steps= 2.50

Annual based on 40 hour work week

GRADE		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
3	Hourly	18.40	18.86	19.33	19.81	20.31	20.82	21.34	21.87	22.42	22.98	23.55	24.14	24.74
	Annual	38,272.00	39,228.80	40,206.40	41,204.80	42,244.80	43,305.60	44,387.20	45,489.60	46,633.60	47,798.40	48,984.00	50,211.20	51,459.20
4	Hourly	19.70	20.19	20.69	21.21	21.74	22.28	22.84	23.41	24.00	24.60	25.22	25.85	26.50
	Annual	40,976.00	41,995.20	43,035.20	44,116.80	45,219.20	46,342.40	47,507.20	48,692.80	49,920.00	51,168.00	52,457.60	53,768.00	55,120.00
5	Hourly	20.70	21.22	21.75	22.29	22.85	23.42	24.01	24.61	25.23	25.86	26.51	27.17	27.85
	Annual	43,056.00	44,137.60	45,240.00	46,363.20	47,528.00	48,713.60	49,940.80	51,188.80	52,478.40	53,788.80	55,140.80	56,513.60	57,928.00
6	Hourly	21.30	21.83	22.38	22.94	23.51	24.10	24.70	25.32	25.95	26.60	27.27	27.95	28.65
	Annual	44,304.00	45,406.40	46,550.40	47,715.20	48,900.80	50,128.00	51,376.00	52,665.60	53,976.00	55,328.00	56,721.60	58,136.00	59,592.00
7	Hourly	22.50	23.06	23.64	24.23	24.84	25.46	26.10	26.75	27.42	28.11	28.81	29.53	30.27
	Annual	46,800.00	47,964.80	49,171.20	50,398.40	51,667.20	52,956.80	54,288.00	55,640.00	57,033.60	58,468.80	59,924.80	61,422.40	62,961.60
8	Hourly	23.90	24.50	25.11	25.74	26.38	27.04	27.72	28.41	29.12	29.85	30.60	31.37	32.15
	Annual	49,712.00	50,960.00	52,228.80	53,539.20	54,870.40	56,243.20	57,657.60	59,092.80	60,569.60	62,088.00	63,648.00	65,249.60	66,872.00
9	Hourly	24.70	25.32	25.95	26.60	27.27	27.95	28.65	29.37	30.10	30.85	31.62	32.41	33.22
	Annual	51,376.00	52,665.60	53,976.00	55,328.00	56,721.60	58,136.00	59,592.00	61,089.60	62,608.00	64,168.00	65,769.60	67,412.80	69,097.60
10	Hourly	25.90	26.55	27.21	27.89	28.59	29.30	30.03	30.78	31.55	32.34	33.15	33.98	34.83
	Annual	53,872.00	55,224.00	56,596.80	58,011.20	59,467.20	60,944.00	62,462.40	64,022.40	65,624.00	67,267.20	68,952.00	70,678.40	72,446.40
11	Hourly	27.40	28.09	28.79	29.51	30.25	31.01	31.79	32.58	33.39	34.22	35.08	35.96	36.86
	Annual	56,992.00	58,427.20	59,883.20	61,380.80	62,920.00	64,500.80	66,123.20	67,766.40	69,451.20	71,177.60	72,966.40	74,796.80	76,668.80
12	Hourly	28.40	29.11	29.84	30.59	31.35	32.13	32.93	33.75	34.59	35.45	36.34	37.25	38.18
	Annual	59,072.00	60,548.80	62,067.20	63,627.20	65,208.00	66,830.40	68,494.40	70,200.00	71,947.20	73,736.00	75,587.20	77,480.00	79,414.40
13	Hourly	29.40	30.14	30.89	31.66	32.45	33.26	34.09	34.94	35.81	36.71	37.63	38.57	39.53
	Annual	61,152.00	62,691.20	64,251.20	65,852.80	67,496.00	69,180.80	70,907.20	72,675.20	74,484.80	76,356.80	78,270.40	80,225.60	82,222.40
14	Hourly	30.80	31.57	32.36	33.17	34.00	34.85	35.72	36.61	37.53	38.47	39.43	40.42	41.43
	Annual	64,064.00	65,665.60	67,308.80	68,993.60	70,720.00	72,488.00	74,297.60	76,148.80	78,062.40	80,017.60	82,014.40	84,073.60	86,174.40

APPENDIX D



MEREDITH BENEFIT SURVEY - NON-UNION

BENEFIT ITEM	Meredith	Bow	Concord	Franklin	Gilford	Hampstead	Hooksett	Laconia
PAID TIME OFF (PTO) PROGRAMS								
If Combined PTO, yes/no	No	No	No	No	No	Yes	No	No
Paid Holidays Per Year	11	11	13	11	12	11	11	11
Personal Days Per Year	0	0	0	0	1	0	2	0
Sick Days Per Year	12 (Max 60 days)	15	8 (Max 200 hrs)	12	12	0	12	12
Sick Leave Buy-Back upon Retirement	1/3 of s/l balance	up to 40 hrs	Severance at retirement after 10yrs. See personnel ordinance	No	0-5=25%; 6-10=50%; 11-15=75%, 16+=100%	up to 480 hours	No	Yes
Annual Sick Leave Incentive	Trade 3 s/l days for 1 Vacation day	receive 4 hrs comp time if no s/l used every quarter	No	No	0-10=25% of Bank; 10+=50% of Bank	combined with PTO	Yes	earn 1 day every 90 days of no S/L leave
Vacation Days/Year (0-5 Years of Service)	12	10	Hrly (0-1 yr)15 days/yr Hrly (2-5 yr)20 days/yr Salary - 25 days/yr	10	10	168 hrs	93.5 hrs	10
Vacation Days/Year (6 - 10 Years of Service)	15	15	Hrly 25 days/yr Salary 30 days/yr	15	15	208 hrs	136 hrs	10
Vacation Days/Year (11 - 15 Years of Service)	18	15	Hrly 30 days/yr Salary 32.5 days/yr	20	20	240 hrs	178.5 hrs	15
Vacation Days/Year (16 - 20 Years of Service)	18	20	Hrly-30 days/yr Salary-32.5 days/yr	20	20	256 hrs	212.5 hrs	15
Vacation Days/Year (over 21-25 Years of Service)	18	25	Hrly -30 days/yr Salary -.32.5 days/yr	20	25	272 hrs	212.5 hrs	20
Vacation Days/Year (over 25 Years of Service)	18	25	Hrly -30 days/yr Salary -32.5 days/yr	20	25	272 hrs	212.5 hrs	20
RETIREMENT								
State Retirement System	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Social Security	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Deferred Comp Plan- 457 or 401K PLAN MATCH								
Offer Plan(s) Yes/No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
\$ or % employer contribution	No	No	No	NO	2%	0%	0%	0%

MEREDITH BENEFIT SURVEY - NON-UNION

BENEFIT ITEM	Meredith	Bow	Concord	Franklin	Gilford	Hampstead	Hooksett	Laconia
LIFE INSURANCE								
Group Life Insurance -Amount	\$20,000	Base Salary (up to \$50k)	Base Salary (up to \$150k)	\$10,000	up to 165% of base	1X base salary	Base Salary (up to \$100k)	No
Group Life Insurance -Employer Contribution %	100%	100%	100%	100%	100%	Yes	100%	No
DISABILITY INCOME PROTECTION								
Short Term Disability- yes/no		Yes	Yes	Yes	Yes	Yes	Yes	No
Benefit Amount		Two thirds up to \$750/wk	66.67%	60%	50%	70%	67%	
Elimination Period			2 weeks	1 week	8 Days	15 days	14 days	
Employer Share		100%	33.33%	100%	100%	100%	0%	
Long Term Disability- yes/no			Yes	Yes	Yes	Yes	Yes	No
Benefit Amount			60%	60%	50%	70%	60%	
Elimination Period			15 weeks		26 Weeks	6 months	180 days	
Employer Share			0%	100%	100%	100%	0%	
HEALTH INSURANCE								
New Hires								Harvard HMO
Employer Contribution % Indemnity/PPO-Individual Plan	75.0%	97.5%	90% of HMO rate	100.0%	90.0%	90-95%	85.0%	90.0%
Employer Contribution % Indemnity/PPO-2 person Plan	75.0%	93.7%	90% of HMO rate	100.0%	90.0%	90-95%	85.0%	90.0%
Employer Contribution % Indemnity/PPO-Family Plan	75.0%	92.1%	90% of HMO rate	100.0%	90.0%	90-95%	85.0%	90.0%
Opt Out incentive and amount -IND	\$2,500	\$3,900	\$1,301	25% of plan	\$4,470	33% of premium	\$5,000	\$5,842
Opt Out incentive and amount - FAM	\$2,500	\$9,987	\$3,740	25% of plan	\$4,470	33% of premium	\$5,000	\$12,805
Have you increased the deductible to reduce premium- Yes/No		Yes	No	No	No	No	No	No
If Yes, what amount for Ind, 2person, family plans		\$3,000/\$9,000						
Do you contribute to deductible		Yes	Yes	No	Yes	No	Yes	No
If Yes, what amount for Ind, 2person, family plans		75%	50% of Deductible		50% up to \$300		500/1000	
DENTAL INSURANCE								
Employer Contribution %- Family Plan	75.0%	30.0%	90.0%	100.0%	90.0%	90.0%	100%/41%/39%	50.0%
Employer Contribution % - Two Person Plan	75.0%	52.0%	90.0%	100.0%	90.0%	90.0%	100%/41%/39%	60.0%
Employer Contribution % - Individual Plan	75.0%	100.0%	90.0%	100.0%	90.0%	90.0%	100%/41%/39%	80.0%

MEREDITH BENEFIT SURVEY - NON-UNION

BENEFIT ITEM	Meredith	Bow	Concord	Franklin	Gilford	Hampstead	Hooksett	Laconia
VISION INSURANCE								
Employer Contribution %- Family Plan			0.0%	N/A	N/A	0.0%	No	No
Employer Contribution % - Two Person Plan			0.0%	N/A	N/A	0.0%	No	No
Employer Contribution % - Individual Plan			0.0%	N/A	N/A	0.0%	No	No
LONGEVITY PROGRAM								
Longevity after 5 years of service	\$150		0	0	0	0	0	\$30
Longevity after 10 years of service	\$300		0	\$500	0	0	0	\$60
Longevity after 15 years of service	\$440		0	\$500	0	0	0	\$90
Longevity after 20 years of service	\$600		0	\$1,000	0	0	0	\$150
Longevity after 25 years of Service	\$1,000		0	\$1,000	0	0	0	\$210
Longevity after 30 years of Service	\$1,000		0	\$1,000	0	0	0	\$270
TUITION and OTHER REIMBURSEMENTS								
Describe Tuition Assistance/Educational Reimbursement for Professional Development	Yes, if approved by TM; Grade A=100%, B=75%, C=50%		100% if approved by Dept Head	N/A	\$2000 MAX	0	1500 per calendar year	
Do you reimburse employees for their dues in professional organizations?		Yes	Yes	Paid by city	Yes	Yes	Yes	Yes
Do you reimburse employees for any required licensing to do their job?		Yes	No	Paid by city	Yes	Yes	Yes	No
PAY DIFFERENTIALS								
Weekend			No	No				
Evening shift			No	.50/hr				
Night shift			No	.50/hr				
Holiday pay			No	Yes			Yes	
Scheduled on call pay			No					
Unscheduled on call pay			No					

MEREDITH BENEFIT SURVEY - NON-UNION

BENEFIT ITEM	Meredith	Bow	Concord	Franklin	Gilford	Hampstead	Hooksett	Laconia
COMPENSATION PLANS/POLICIES								
Step System- Yes/No	Yes	Yes	Yes	Yes	No	Yes	No	No
How many steps	12	9	16	12		17		
Min-Max system- Yes/No	No	No	No	No	Yes	No	Yes	Yes
Comp time offered -Yes/No	Yes	Yes	No	Yes	Yes	No	No	No
Describe or attach comp time policy	Exempt may be granted "administrative leave" with TM approval	up to 40 hours of comp on the books at any one time.		1.5 Hrs/hrs worked. Use in same week				
OTHER COMPENSATION PRACTICES								
Merit Awards- cash or other			Yes	No	No	No	Yes	
Sign On Bonus			No	No	No	No	No	
Clothing Allowance			No	No	Yes	No	No	
Employee Referral Bonus			Yes	No	No	No	No	
Employee Retention Bonus			No	Yes	No	No	No	
ADDITIONAL BENEFITS TO ATTRACT CANDIDATES								
Please describe any new or recently added benefits to attract more applicants (ex. Pet insurance, pet in workplace, elder or child care services, other)								

MEREDITH BENEFIT SURVEY - NON-UNION

BENEFIT ITEM	Pembroke	Plaistow	Plymouth	Wolfeboro
PAID TIME OFF (PTO) PROGRAMS				
If Combined PTO, yes/no	No	No	No	Yes
Paid Holidays Per Year	11	13	11	12
Personal Days Per Year	2	2	2	PTO
Sick Days Per Year	6 days	12	12 (Max 90 days)	PTO
Sick Leave Buy-Back upon Retirement	up to 40 hrs S/L paid if retirement	No	None	No
Annual Sick Leave Incentive	upon reaching 96 hrs Max, employee paid 48 hrs with 48 hrs remaining		1 Vac Day if no Sick Time in any Quarter	No
Vacation Days/Year (0-5 Years of Service)	1-4 yrs = 80 hrs	5	0-12 Months - 32 Hrs	35 hr wk= 182hrs; 40 hr wk=208 hrs
Vacation Days/Year (6 - 10 Years of Service)	5-9 yrs = 120 hrs	10	13-48 Months - 96 Hrs	35 hr wk= 200hrs; 40 hr wk=229 hrs
Vacation Days/Year (11 - 15 Years of Service)	10+ = 128 hrs + 8 hrs each yr	15	49-120 Months - 136 Hrs	35 hr wk= 218hrs; 40 hr wk=250 hrs
Vacation Days/Year (16 - 20 Years of Service)	16+ = 176 hrs + 8 hrs each yr	20	121-180 Months - 176 Hrs	35 hr wk= 237hrs; 40 hr wk=270 hrs
Vacation Days/Year (over 21-25 Years of Service)	200 hrs Max	25	181-240+ Months - 216 Hrs	35 hr wk= 255 hrs; 40 hr wk=291 hrs
Vacation Days/Year (over 25 Years of Service)	200 hrs Max	25	216 Hrs Max	35 hr wk= 273 hrs; 40 hr wk=312 hrs
RETIREMENT				
State Retirement System	Yes	Yes	Yes	Yes
Social Security	Yes	Yes	Yes	Yes
Deferred Comp Plan- 457 or 401K PLAN MA				
Offer Plan(s) Yes/No		No	No	Yes
\$ or % employer contribution				

MEREDITH BENEFIT SURVEY - NON-UNION

BENEFIT ITEM	Pembroke	Plaistow	Plymouth	Wolfeboro
LIFE INSURANCE				
Group Life Insurance -Amount	\$20,000	1 1/2 x salary	\$50,000	\$100,000
Group Life Insurance -Employer Contribution %	0%	100%	100%	100%
DISABILITY INCOME PROTECTION				
Short Term Disability- yes/no	Yes	Yes	Yes	Yes
Benefit Amount		66% up to \$1,000 wk	66%	66% up to \$1,250 wk
Elimination Period	3 days	8 Days	14 Days	7 days
Employer Share	100%	100%	100%	100%
Long Term Disability- yes/no	Yes	Yes	No	Yes
Benefit Amount		66%		50% up to \$5,500 monthly
Elimination Period		6 months		90 days
Employer Share		100%		100%
HEALTH INSURANCE				
Employer Contribution % Indemnity/PPO-Individual Plan	85.0%	85.0%	85.0%	90.0%
Employer Contribution % Indemnity/PPO-2 person Plan	85.0%	85.0%	85.0%	90.0%
Employer Contribution % Indemnity/PPO-Family Plan	85.0%	85.0%	85.0%	90.0%
Opt Out incentive and amount -IND	\$982	73.07 wk	1/2 of Individual	\$2,500
Opt Out incentive and amount - FAM	\$2,651	73.07 WK	1/2 of Family	\$2,500
Have you increased the deductible to reduce premium- Yes/No	No	Yes	No	No
If Yes, what amount for Ind, 2person, family plans		2500/5000		
Do you contribute to deductible	No	Yes	No	No
If Yes, what amount for Ind, 2person, family plans		80%		
DENTAL INSURANCE				
Employer Contribution %- Family Plan	100%	85.0%	0.0%	90.0%
Employer Contribution % - Two Person Plan	100%	85.0%	0.0%	90.0%
Employer Contribution % - Individual Plan	100%	85.0%	0.0%	90.0%

MEREDITH BENEFIT SURVEY - NON-UNION

BENEFIT ITEM	Pembroke	Plaistow	Plymouth	Wolfeboro
VISION INSURANCE	inc in health plan			
Employer Contribution %- Family Plan				0.0%
Employer Contribution % - Two Person Plan				0.0%
Employer Contribution % - Individual Plan				0.0%
LONGEVITY PROGRAM				
Longevity after 5 years of service	\$100	\$250	\$250	\$0
Longevity after 10 years of service	\$200	\$500	\$500	\$750
Longevity after 15 years of service	\$300	\$750	\$750	\$900
Longevity after 20 years of service	\$400	\$1,000	\$1,000	\$1,250
Longevity after 25 years of Service	\$500	\$1,000	\$1,250	\$1,500
Longevity after 30 years of Service	\$600	\$1,000	\$1,500	\$1,500
TUITION and OTHER REIMBURSEMENTS				
Describe Tuition Assistance/Educational Reimbursement for Professional Development	If approved by Town Administrator: 100% Grade A; 75% Grade B; 50% Grade C	50%	No	only if approved in budget
Do you reimburse employees for their dues in professional organizations?		Yes	Yes	Yes
Do you reimburse employees for any required licensing to do their job?		Yes	Yes	Yes
PAY DIFFERENTIALS				
Weekend			No	No
Evening shift			No	No
Night shift			No	No
Holiday pay			No	No
Scheduled on call pay			\$98.00	No
Unscheduled on call pay		Yes		No

MEREDITH BENEFIT SURVEY - NON-UNION

BENEFIT ITEM	Pembroke	Plaistow	Plymouth	Wolfeboro
COMPENSATION PLANS/POLICIES				
Step System- Yes/No	No		No	No
How many steps				
Min-Max system- Yes/No	Yes		Yes	No
Comp time offered -Yes/No	Yes		No	No
Describe or attach comp time policy	NonExempt earn at 1 1/2 time up to 40 hrs Max			
OTHER COMPENSATION PRACTICES				
Merit Awards- cash or other	No	Yes	No	No
Sign On Bonus	No	No	Yes	No
Clothing Allowance	Yes		Yes	No
Employee Referral Bonus	No		\$100-\$200	No
Employee Retention Bonus	No		Yes	No
ADDITIONAL BENEFITS TO ATTRACT CANDIDATES				
Please describe any new or recently added benefits to attract more applicants (ex. Pet insurance, pet in workplace, elder or child care services, other)				

MEREDITH BENEFIT SURVEY - DPW UNION

BENEFIT ITEM	Meredith	Concord	Franklin	Gilford	Hooksett	Laconia	Pembroke
PAID TIME OFF (PTO) PROGRAMS							
If Combined PTO, yes/no	No	No	No	No	No	No	No
Paid Holidays Per Year	11	13	11	12	11	11	11
Personal Days Per Year	0	0	2	1	2	0	2
Sick Days Per Year	12 (Max 60 days)	8 (Max 200 hrs)	12	12	12	12 (Max 90 days)	Earn 4 hrs/mo; Max of 96 hrs
Sick Leave Buy-Back upon Retirement	1/3 of s/l balance		No	0-5=0%; 5-10=50%; 10+=100%	No	50% of unused s/l	up to 40 hrs S/L paid if voluntary separation or retirement
Annual Sick Leave Incentive	Trade 3 s/l days for 1 Vacation day		No	0-10=25% of Bank; 10+=50% of Bank	Yes	earn 1 day every 90 days of no S/L leave	upon reaching 96 hrs Max, employee paid 48 hrs with 48 hrs remaining
Vacation Days/Year (0-5 Years of Service)	12	100 hrs	10	10	93.5 hrs	10	10
Vacation Days/Year (6 - 10 Years of Service)	15	124 hrs	15	15	136 hrs	10	15
Vacation Days/Year (11 - 15 Years of Service)	18	148 hrs	20	20	178.5 hrs	15	10+ = 128 hrs + 8 hrs each yr
Vacation Days/Year (16 - 20 Years of Service)	18	172 hrs	20	20	212.5 hrs	15	16+ = 176 hrs + 8 hrs each yr
Vacation Days/Year (over 21-25 Years of Service)	18	196 hrs	20	25	212.5 hrs	20	25
Vacation Days/Year (over 25 Years of Service)	18	212 hrs	20	25	212.5 hrs	20	25
RETIREMENT							
State Retirement System	NHRS	NHRS	NHRS	NHRS	NHRS	NHRS	NHRS
Social Security	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Deferred Comp Plan- 457 or 401K PLAN MATCH							
Offer Plan(s) Yes/No	Yes	Yes	Yes	Yes	Yes	Yes	
\$ or % employer contribution	No	No	No	2%	0%	No	
LIFE INSURANCE							
Group Life Insurance -Amount	\$20,000	Base Salary -Max \$150k	\$10,000		annual salary up to 100,000	No	\$20,000
Group Life Insurance -Employer Contribution %	100%	100%	100%	100%	100%		0%

MEREDITH BENEFIT SURVEY - DPW UNION

BENEFIT ITEM	Meredith	Concord	Franklin	Gilford	Hooksett	Laconia	Pembroke
DISABILITY INCOME PROTECTION							
Short Term Disability- yes/no		Yes	Yes	Yes	Yes	No	Yes
Benefit Amount		66.67%	60%	50%	67% gross		
Elimination Period		2 weeks	1 week	8 days	14 days		3 days
Employer Share		33.33%	100%	100%	0%		100%
Long Term Disability- yes/no		Yes	Yes	Yes	Yes	No	Yes
Benefit Amount		60%	60%	50%	60%		
Elimination Period		15 weeks		26 weeks	180 days		
Employer Share		0%	100%	100%	0%		
HEALTH INSURANCE	New Hires					Harvard HMO	
Employer Contribution % Indemnity/PPO- Individual Plan	75.0%	90% of HMO rate	100.0%	85.0%	81.0%	90.0%	85.0%
Employer Contribution % Indemnity/PPO- 2 person Plan	75.0%	90% of HMO rate	100.0%	85.0%	81.0%	90.0%	85.0%
Employer Contribution % Indemnity/PPO- Family Plan	75.0%	90% of HMO rate	100.0%	85.0%	81.0%	90.0%	85.0%
Opt Out incentive and amount -IND	\$2,500	\$1,301	25% of plan	\$4,470	\$5,000	\$5,842	\$982
Opt Out incentive and amount - FAM	\$2,500	\$3,740	25% of plan	\$4,470	\$5,000	\$12,805	\$2,651
Have you increased the deductible to reduce premium- Yes/No		No	No	No	No	No	No
If Yes, what amount for Ind, 2person, family plans							
Do you contribute to deductible		Yes	No	Yes	Yes		
If Yes, what amount for Ind, 2person, family plans		50% of Deductible		50% up to \$300	500/1000		No
DENTAL INSURANCE	New Hires						
Employer Contribution %- Family Plan	75.0%	90.0%	100.0%	85.0%	100%/41%/39%	50.0%	100%
Employer Contribution % - Two Person Plan	75.0%	90.0%	100.0%	85.0%	100%/41%/39%	60.0%	100%
Employer Contribution % - Individual Plan	75.0%	90.0%	100.0%	85.0%	100%/41%/39%	80.0%	100%
VISION INSURANCE							
Employer Contribution %- Family Plan		N/A	N/A	N/A	No	No	inc in health plan
Employer Contribution % - Two Person Plan		N/A	N/A	N/A	No	No	inc in health plan
Employer Contribution % - Individual Plan		N/A	N/A	N/A	No	No	inc in health plan
LONGEVITY PROGRAM							
Longevity after 5 years of service	\$150	0	0	N/A	3-6 yrs \$1,000	\$30	\$100
Longevity after 10 years of service	\$300	0	\$500	N/A	7-10 yrs \$2,000	\$60	\$200
Longevity after 15 years of service	\$440	0	\$500	N/A	\$2,000	\$90	\$300
Longevity after 20 years of service	\$600	0	\$1,000	N/A	\$2,000	\$150	\$400
Longevity after 25 years of Service	\$1,000	0	\$1,000	N/A	\$2,000	\$210	\$500
Longevity after 30 years of Service	\$1,000	0	\$1,000	N/A	\$2,000	\$270	\$600

MEREDITH BENEFIT SURVEY - DPW UNION

BENEFIT ITEM	Meredith	Concord	Franklin	Gilford	Hooksett	Laconia	Pembroke
TUITION and OTHER REIMBURSEMENTS							
Describe Tuition Assistance/Educational Reimbursement for Professional Development		100% if approved by Dept Head	N/A	\$2000 Max	\$1500 Max	Roads Scholar Program	If approved by Town Administrator: 100% Grade A; 75% Grade B; 50% Grade C
Do you reimburse employees for their dues in professional organizations?		Yes	Paid by city	Yes	Yes	No	
Do you reimburse employees for any required licensing to do their job?		No	Paid by city	Yes	Yes	No	
PAY DIFFERENTIALS							
Weekend		No	No	N/A	No		
Evening shift		No	No	N/A			
Night shift		No	No	N/A			
Holiday pay		Yes	Yes	N/A	Yes	No	
Scheduled on call pay	5 hrs/wk water/sewer operator only	1 hr pay at OT rate/day	\$1.50/Hr	N/A	\$10 per day		
Unscheduled on call pay	5 hrs/wk water/sewer operator only	1 hr pay at OT rate/day	\$1.50/Hr	N/A	min 3 hours		
COMPENSATION PLANS/POLICIES							
Step System- Yes/No	Yes	Yes	Yes	No	Yes	Yes	No
How many steps	12	16	12		13	9	
Min-Max system- Yes/No	No	No	No	Yes	Yes	No	Yes
Comp time offered -Yes/No	Yes	No	Yes	Yes	No	Yes	Yes
Describe or attach comp time policy	1.5 Hrs/hrs worked. Max 80 hrs		1.5 Hrs/hrs worked. Use in same week			If requested but at discretion of City	NonExempt earn at 1 1/2 time up to 40 hrs Max
OTHER COMPENSATION PRACTICES							
Merit Awards- cash or other			No	No	No		No
Sign On Bonus		No	No	No	No		No
Clothing Allowance	paid by town	Yes	paid by city	Yes	\$250	\$500	Yes
Employee Referral Bonus		Yes	No	No	No		No
Employee Retention Bonus		No	Yes	No	No		No
ADDITIONAL BENEFITS TO ATTRACT CANDIDATES							
Please describe any new or recently added benefits to attract more applicants (ex. Pet insurance, pet in workplace, elder or child care services, other)						Completion of Roads Scholar courses offers cash incentives	

MEREDITH BENEFIT SURVEY - DPW UNION

BENEFIT ITEM	Plaistow	Plymouth	Wolfeboro
PAID TIME OFF (PTO) PROGRAMS			
If Combined PTO, yes/no	Yes	No	Yes
Paid Holidays Per Year	13	11	12
Personal Days Per Year	2	2	PTO
Sick Days Per Year	12 (Max 160 hrs)	12 (Max 90 days)	PTO
Sick Leave Buy-Back upon Retirement	Yes	No	No
Annual Sick Leave Incentive	May request pay for S/L hours in excess of 48 hrs at year end	1 Vac Day if no S/I used in any Quarter	No
Vacation Days/Year (0-5 Years of Service)	0-12 Months - 40 hrs	0-12 Months - 4 days	35 hr wk= 182hrs; 40 hr wk=208 hrs
Vacation Days/Year (6 - 10 Years of Service)	13-60 Months - 80 hrs	13-48 Months - 12 days	35 hr wk= 200hrs; 40 hr wk=229 hrs
Vacation Days/Year (11 - 15 Years of Service)	60-120 Months - 120 hrs	49-120 Months - 17 days	35 hr wk= 218hrs; 40 hr wk=250 hrs
Vacation Days/Year (16 - 20 Years of Service)	121-240 Months - 160 hrs	121-180 Months - 22 days	35 hr wk= 237hrs; 40 hr wk=270 hrs
Vacation Days/Year (over 21-25 Years of Service)	241+ Months - 200 hrs	181-240+ Months - 27 days	35 hr wk= 255 hrs; 40 hr wk=291 hrs
Vacation Days/Year (over 25 Years of Service)	241+ Months - 200 hrs	27 days	35 hr wk= 273 hrs; 40 hr wk=312 hrs
RETIREMENT			
State Retirement System	NHRS	NHRS	NHRS
Social Security	Yes	Yes	
Deferred Comp Plan- 457 or 401K PLAN MATCH			
Offer Plan(s) Yes/No	No	No	Yes
\$ or % employer contribution			
LIFE INSURANCE			
Group Life Insurance -Amount	1 1/2 x salary	\$50,000	\$100,000
Group Life Insurance -Employer Contribution %	100%	100%	100%

MEREDITH BENEFIT SURVEY - DPW UNION

BENEFIT ITEM	Plaistow	Plymouth	Wolfeboro
DISABILITY INCOME PROTECTION			
Short Term Disability- yes/no	Yes	Yes	Yes
Benefit Amount	66% up to \$1,000 wk	66%	66% up to \$1,250 wk
Elimination Period	8 days	14 Days	7 days
Employer Share	100%	100%	100%
Long Term Disability- yes/no	Yes	No	Yes
Benefit Amount	66%		50% up to \$5,500 monthly
Elimination Period	6 months		90 days
Employer Share	100%		100%
HEALTH INSURANCE			
Employer Contribution % Indemnity/PPO- Individual Plan	85.0%	85.0%	90.0%
Employer Contribution % Indemnity/PPO- 2 person Plan	85.0%	85.0%	90.0%
Employer Contribution % Indemnity/PPO- Family Plan	85.0%	85.0%	90.0%
Opt Out incentive and amount -IND	50% of city share	1/2 of Individual	\$2,500
Opt Out incentive and amount - FAM	50% of city share	1/2 of Family	\$2,500
Have you increased the deductible to reduce premium- Yes/No	No	No	No
If Yes, what amount for Ind, 2person, family plans			
Do you contribute to deductible		No	No
If Yes, what amount for Ind, 2person, family plans			
DENTAL INSURANCE			
Employer Contribution %- Family Plan	85.0%	0.0%	90.0%
Employer Contribution % - Two Person Plan	85.0%	0.0%	90.0%
Employer Contribution % - Individual Plan	85.0%	0.0%	90.0%
VISION INSURANCE			
Employer Contribution %- Family Plan			0.0%
Employer Contribution % - Two Person Plan			0.0%
Employer Contribution % - Individual Plan			0.0%
LONGEVITY PROGRAM			
Longevity after 5 years of service	\$250	\$250	\$0
Longevity after 10 years of service	\$500	\$500	\$750
Longevity after 15 years of service	\$750	\$750	\$900
Longevity after 20 years of service	\$1,000	\$1,000	\$1,250
Longevity after 25 years of Service	\$1,000	\$1,250	\$1,500
Longevity after 30 years of Service	\$1,000	\$1,500	\$1,500

MEREDITH BENEFIT SURVEY - DPW UNION

BENEFIT ITEM	Plaistow	Plymouth	Wolfeboro
TUITION and OTHER REIMBURSEMENTS			
Describe Tuition Assistance/Educational Reimbursement for Professional Development	Yes	No	only if approved in budget
Do you reimburse employees for their dues in professional organizations?	Yes	Yes	Yes
Do you reimburse employees for any required licensing to do their job?	Yes	Yes	Yes
PAY DIFFERENTIALS			
Weekend		No	\$35/day
Evening shift	0.65	No	No
Night shift	1.25	No	No
Holiday pay	2x hrly rate	No	\$50/day
Scheduled on call pay		No	\$50/day
Unscheduled on call pay	Yes		\$50/day
COMPENSATION PLANS/POLICIES			
Step System- Yes/No	Yes	No	Yes
How many steps	8		18
Min-Max system- Yes/No	No	Yes	No
Comp time offered -Yes/No	Yes	No	No
Describe or attach comp time policy	Accrue max 40 hours. Unused paid at year end		
OTHER COMPENSATION PRACTICES			
Merit Awards- cash or other	No	No	No
Sign On Bonus	No	Yes	No
Clothing Allowance	Yes	Yes	Yes
Employee Referral Bonus	No	\$100-\$200	No
Employee Retention Bonus	No	Yes	No
ADDITIONAL BENEFITS TO ATTRACT CANDIDATES			
Please describe any new or recently added benefits to attract more applicants (ex. Pet insurance, pet in workplace, elder or child care services, other)			



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of July 14, 2025

From: Judie Milner, Town Manager

Subject: Board to Discuss new bill re: Keno Opt Out

Suggested Motion:

No motion – workshop only

Background/Discussion:

In 2017, New Hampshire legalized Keno across the state, enabling individual communities to vote to allow it.

House Bill 737 would automatically opt New Hampshire cities and towns into allowing the lottery-like gambling game, unless they vote against doing so. Under HB 737, cities and towns would now be automatically opted in come 2027, unless a Keno vote has been held or is pending on local ballots.

Keno is a form of gambling that can be allowed in establishments that serve alcohol in communities. Under the former law, communities have to approve having Keno through a ballot vote in order for establishments to start providing the game. Currently, communities would have to opt out or disapprove Keno through a ballot vote in order to keep Keno out of the community.

Proponents of Keno believe it helps fund education. Opponents point to increased costs to communities due to gambling addiction.

Town of Meredith Selectboard Agenda Report

Meredith can do nothing and allow the game to come to town or Meredith can put it to the voters to determine whether or not to allow it in Meredith.

If we choose to bring in to a vote, I would recommend 2026 town meeting as the language “pending on local ballots” is vague and subject to interpretation should we wait for 2027 town meeting.



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of July 14, 2025

From: Judie Milner, Town Manager

Subject: Selectboard to discuss tax deeded properties held by Town and process going forward

Suggested Motion:

No Motion – Workshop Only

Background/Discussion:

The Town hasn't initiated a tax deeding process for the last 2 years. In addition, the Board discussed the ability to dispose of tax deeded property within 3 yr period and certain tax deeding scenarios, specifically homes on the land of another, recently. Attorney Sullivan provided the board with an opinion on both. Knowing that the Town can dispose of properties at any time once statutory requirements regarding notification have been satisfied, now is the time to discuss next steps and get the board's thoughts.

Moving forward with a tax deed execution for eligible properties?

Moving forward with disposing of current properties in the Town's name taken by tax deed? Maybe have staff recommendation of best way to dispose?

Moving forward with deeding properties on land of another?

Anything else?

Fiscal Impact:

Tax deeding and/or disposing of tax deeded property gets these properties back on the tax roll to share in the tax burden. Every property counts.

Attachments/Exhibits:

RSA 80:89 relative to tax deeding

List of Town owned properties – undesignated

TITLE V

TAXATION

CHAPTER 80

COLLECTION OF TAXES

Real Estate Tax Liens

Section 80:89

80:89 Notice to Former Owner and Opportunity for Repurchase. —

I. At least 90 days prior to the offering for sale by a municipality of property which is acquired by tax deed on or after the effective date of this section, the municipal governing body or its designee shall send notice by certified mail, address service requested, return receipt requested, to the last known post office address of the owner of the property at the time of the tax deed, if known, or to the person to whom notice of the impending tax deed was given under RSA 80:77. The notice shall set forth the terms of the offering and the right of the former owner or owners to repurchase the property, as set forth in paragraph II. Copies of any such notice shall also be sent by certified mail, return receipt requested, to any mortgagee to whom notice of the impending tax deed was sent under RSA 80:77-a. For any notice sent pursuant to this paragraph, \$10 may be added to the municipality's "costs" as defined in RSA 80:90. In this section, an "offering for sale" means the authorization by the municipality's governing body to its designee to sell the property.

II. Within 30 days after the notice required by paragraph I, or if no such notice is received, at any time within 3 years after the date of recording the tax deed, any former owner of the property may give notice by certified mail, return receipt requested, of intent to repurchase the property from the municipality, and stating that such owner is ready, willing, and able to pay all back taxes, interest, costs and penalty, as defined in RSA 80:90, except that if the property is the former owner's principal residence, or was the former owner's principal residence at the time of execution of the tax deed under RSA 80:76, the additional penalty under RSA 80:90, I(f) shall not apply. If all such back taxes, interest, costs and penalty have not been actually tendered within 30 days of such notice of intent to repurchase, the municipality may proceed with its offering and dispose of the property without any interest by the former owner.

III. The deed from the municipality upon such repurchase shall convey the municipality's interest in the property, or such portion as has not been previously disposed of by the municipality, to all record former owners in the same proportional undivided interests as the former owners of record.

IV. The former owners' title upon repurchase shall be subject to any liens of record against the property as of the time of the tax deed to the municipality, and subject to any leases, easements, or other encumbrances as may have been granted or placed on the property by the municipality. In the case of multiple former owners, any owner paying more than a proportional share of the purchase price to the municipality shall have a lien against the other owners for the amount of the excess paid.

V. A notice of intent to repurchase under this section may also be filed by the holder of any recorded mortgage interest in the property which was unredeemed as of the date of the tax deed. Upon payment the property shall be deeded as provided in paragraph III, but the mortgagee shall be entitled to add the amount paid to the municipality to the amount due under the mortgage.

VI. Conveyances to a former owner under this section shall not be subject to the real estate transfer tax under RSA 78-B.

VII. The duty of the municipality to notify former owners and to distribute proceeds pursuant to RSA 80:88, and the former owners' right of repurchase under this section shall terminate 3 years after the date of recording of the deed.

Source. 1998, 238:2. 2007, 184:2, 3, eff. Aug. 17, 2007. 2016, 37:1, eff. July 2, 2016.

Summary of Town-Owned Property - Undesignated

<u>Map/Lot</u>	<u>Acres</u>	<u>Location</u>	<u>Use</u>
R08-033	1.90	113 Meredith Center Road	Wetland
R17-016	0.69	Chemung Road	
R35-003	13.00	Edgerly School Road	Landlocked
R37-012	1.70	NH Route 132	
S15-057	2.10	Off Boynton Road	
S18-055	0.27	Tracy Way	Adjacent to Right of Way
S22-027	0.53	Tracy Way	Intersection Sight Distance
U01-001-096	0.22	Westbury Road	Tax Deeded Property
U01-001A	0.27	Neal Shore Road	
U01-034	0.08	Off Neal Shore Road	Adjacent to Railroad Right of Way
U10-027A	0.28	358 Daniel Webster Hwy	Water Line Loop
U11-63-9	0.00	5 Frances Court	Tax Deeded Property-2021
U12-001	0.17	30 Philbrook Avenue	Tax Deeded Property
S26-079	3.10	Winona Shores Rd	Tax Deeded Property
R08-026	6.00	Baywoods Rd	Tax Deeded Property
R11-007	0.75	Old Stage Rd	Tax Deeded Property
S25-036	0.48	150 Waukewan St	Tax Deeded Property
U39-007	0.03	Leavitt park Rd	Tax Deeded Property



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of July 14, 2025

From: Stephanie Maltais, Administrative Assistant

Subject: Proposed Private Street Name- Tranquility Way (off Solace Pointe Road)

Suggested Motion:

Selectboard member moves, *"I move based on the review and recommendation of E 9-1-1 and the Meredith Police and Fire Departments, that the Select Board approves the private street name of "Tranquility Way". This approval is subject to the following:*

1. *A private street sign shall be installed at the intersection of "Tranquility Way" and Solace Pointe Road; and*
2. *The private street sign and installation shall be at the expense of the private property owner(s); and*
3. *The private street sign shall have a white background with green lettering; and*
4. *The owner(s) shall consult with the Public Works Department prior to the sign installation regarding sign placement in relation to the Solace Pointe Road right-of-way.*

Selectboard Chair calls for a second, discussion and vote.

Recommendation:

Approve the proposed private street name of "Tranquility Way" that will serve Tax Map R07 Lot 49A, formerly addressed as 19 Collins Brook Road. The proposed name of "Tranquility Way":

- (1) is consistent with E-9-1-1's Addressing Standards Guide; and
- (2) is acceptable to reviewers (Police & Fire); and
- (3) is recommended for Selectboard consideration and approval

Background/Discussion:

- On March 10, 2025 the Selectboard held a workshop to understand an existing addressing issue associated with 19 Collins Brook Road. E 9-1-1's recommendation was to re-address the property to a named private access off Solace Pointe Road. Part of the recommendation also included re-addressing 12 Solace Pointe Road to an address associated with the driveway location off the private road.
- On March 20, 2025 the Selectboard held a site walk to observe the existing shared access to the property off Solace Pointe Road. The Board took note of the driveway location off the access to 12 Solace Pointe Road.
- On March 24, 2025 the Selectboard held a public hearing and voted to re-address 19 Collins Brook Road to an address off a named private road from Solace Pointe Road. Additionally, the Board allowed 12 Solace Pointe Road to retain its existing address with the condition that the street number on the house to be more visible from Solace Pointe Road.
- On May 21, 2025 property owners with legal easement rights to the access way collectively agreed and submitted three potential street names for consideration. The proposed names were then reviewed by Zachary Branscom, our E 9-1-1 Field Representative (State of NH Department of Safety, Division of Emergency Services and Communications), Ken Jones, Fire Chief, and Mike Harper, Police Chief in accordance with our internal review practice. The proposed name of Tranquility Way was unanimously supported.

Fiscal Impact:

None

Concurrences:

None

Alternatives:

None

Attachments/Exhibits:

March 10, 2025 Selectboard meeting minutes

March 24, 2025 Selectboard meeting minutes

May 21, 2025 Correspondence proposed private street names

MEREDITH SELECT BOARD Minutes
March 10, 2025

Members Present: Selectperson Mike Pelczar, Selectperson Steve Aiken, Selectperson Jonathan James, Vice Chairperson Jeanie Forrester, Chairperson Lynn Leighton.

Selectperson Mike Pelczar led the pledge of allegiance.

APPROVAL OF MEETING MINUTES Tabled

January 27, 2025 public minutes

November 25, 2024 nonpublic sealed minutes for unsealing

WORKSHOP:

Lake Winnipesaukee Alliance petition discussion

Pat Tarpey President of the LWA explained the overall functions and programs that the Alliance works on throughout the year, including the cyanobacterial issues in our waterbodies. The money will continue to aid in the monitoring of the lakes. Selectperson Steve Aiken praised the group. Chairperson Lynn Leighton confirmed what the activities were.

Community Power

Bill Haley spoke to the group stating that he will be in attendance at Town Meeting to address any questions that may arise during the meeting.

Chairperson Lynn Leighton noted that the warrant had been updated removing the article referring to 79E as the vote was 3-2 not supported by the board.

BUSINESS

* 19 Collins Brook Road 911 address determination Stephanie Maltais, Community Development department gave the history of the issue with this property with regards to Emergency response and with the property located at 12 Solace Point Rd. E911 is requiring a solution to make sure in an emergency that the property is easily found as the original easement for use of 1 Sanctuary Lane by 19 Collinsbrook Rd. will be dissolved. The solution suggested by E911 is the change both addresses After much dicussion and debate the board would like to have a site visit to get a visual to be able to make a more informed decision.

Selectperson Mike Pelczar motioned to approve the appointment of Mr. Paulo Carvahlo as an alternate member and Mr. David Thorpe as a full time member to ZBA as recommended, seconded by Selectperson Jonathan James, all in favor.

TOWN MANAGER'S REPORT- Jack Wozmack, Interim Town Manager explained that an administrative search warrant was issued for 126 Meredith Center Rd. to examine it for code violations and possible condemnation, as no one was there to be able to enter the property an extension has been granted and we will continue to work on solving the problem with the property. There was also a company who was paid for work at the Water Department however they never performed the work, he is asking for permission to have the town attorney to draft a letter for formal complaint as they were paid approximately \$20,000

VISITOR'S AND RESIDENT'S COMMENTS None

SELECT BOARD REPORTS AND COMMENTS

Selectperson Steve Aiken spoke about the test taking place in the next 2 weeks for the Waukewan Watershed.

Selectperson Jonathan James spoke about LRPA possibly being closed down due to not finding a new place to operate from.

Chairperson Lynn Leighton spoke about the Prescott Park revitalization sessions and survey is available and would like people who are interested fill out the survey online or mail in.

At 5:50 a Motion to enter into a Non- Meeting by Chairperson Lynn Leighton

NON PUBLIC

RSA 91-A:3II(a) to discuss the hiring, compensation or dismissal of a public employee.

RSA 91-A:3II(b), the hiring of nay person as a public employee.

RSA 91-A:3, II(c) Matters, which, if discussed in public, would likely affect adversely the reputation of any person.

Non-Meeting to discuss union matter.

ADJOURNMENT 1. Next meeting:

March 24, 2025

MEREDITH SELECT BOARD MEETING

March 24, 2025

CALL TO ORDER / ROLL CALL

Selectperson Jim Gregoire, Selectperson Steve Aiken, Selectperson Mike Pelczar. Vice Chairperson Jeanie Forrester, Chairperson Lynn Leighton. Interim Town Manager Jack Wozmack, and incoming Town Manager Judie Milner.

Selectperson Jim Gregoire led the pledge

SELECTBOARD ORGANIZATIONAL MEETING

The following board assignments are as follows:

Chair	Mike Pelczar
Vice Chair	Steven Aiken
Planning Board	Steven Aiken
Alternate	Jim Gregoire
CIP	Steven Aiken
Alternate	Mike Pelczar
WWAC	Lynn Leighton
Alternate	Steve Aiken
Energy	Jim Gregoire
Alternate	Lynn Leighton
ZBA	Mike Pelczar
Alternate	
Playground	Lynn Leighton
	Steve Aiken
Parking	Lynn Leighton
	Mike Pelczar

APPROVAL OF MEETING MINUTES

January 27, 2025 public minutes

November 25, 2024 nonpublic sealed minutes for unsealing

February 10, 2025 public minutes

Minutes approval tabled

WORKSHOP:

Scott Powell from the Meredith Conservation Commission spoke about farming on Town owned conservation land. They are looking to get the program going this spring. Scott provided the board with the lease document that will be used. John Moulton has reached out to the conservation commission with an interest to lease the lower property of Page Pond. Selectperson Jeanie Forrester asked to have the RSA # referenced in the final lease agreement.

Alyssa with Rise would like to have the BOHO bizarre again this year and possibly having mobile bars to be included in the event. Selectperson Jeanie Forrester asked the incoming Town manager Judie Milner if in her experience in Franklin gave any indication of an issue with this request. Judie Milner stated that it had worked in the past with Franklin and didn't feel this would be an issue in town.

At 5:00 pm Chairperson Mike Pelczar opened Public Hearing on the acceptance of funds i/a/o \$154,000 from the US Forest Service and to authorize the transfer of ETF from the Open Space Conservation ETF to purchase the Page Pond property. Scott Powell from the Conservation Commission Chair stated that the commission is asking for permission to purchase the 38 acres from the Eakes family with the use of the Forestry grant and the use of \$36,000 of ETF funds that were approved a few years ago for the purpose of purchasing Page Pond property. The public hearing was closed to hear any discussion. Selectperson Jim Gregoire motioned to accept the \$154,000 from the US Forest Service and allow for the \$36,000 from the Open space ETF for the purchase and fees associated with the purchase, seconded by Selectperson Steve Aiken, all in favor.

BUSINESS

19 Collins Brook Road 911 address determination Selectperson Steve Aiken stated that having the site walk to get a clear picture of the issue was very helpful and felt that there should be a numbering change for Solace Point. Selectperson Lynn Leighton agreed that having the site walk was beneficial and possible option of naming the easement. Jennifer Hitt from 19 Collins Brook Rd spoke in favor of coming up with a permanent solution to this issue. Mr. Gary Zuffelato spoke to the board asking not to have his number changed. Zachary from 911 stated that they are recommending the naming of the access road to alleviate any confusion especially in an emergency situation. After much discussion a motion was made by Selectperson Steve Aiken to name the access road for 19 Collins Brook Road and allowing 12 Solace Point Rd to remain as such with improvements with regards to the size of the house number seconded by Selectperson Jim Gregoire. Roll call vote:

Jim Gregoire	Yes
Jeanie Forrester	Abstain
Lynn Leighton	Yes
Steve Aiken	Yes
Mike Pelczar	No

Vice Chairperson Steve Aiken motioned to approve the Re-appointment of Steve Nedeau, Rich Lovering and Jonathan James to the Planning Board, seconded by Selectperson Lynn Leighton. All in favor

Selectperson Jeanie Forrester motion to approve the authorization of the Chair to sign the Certificate of Authority to allow the town to enter into a contract with DES to take advantage of a matching grant related to Exotic Species Program in the amount of \$11,678 matching funds, seconded by Vice Chairperson Steve Aiken. All in favor.

Consent by the whole board to release the letter of decision regarding the union grievance.

Jack Wozmack updated the board on 126 Meredith Center Road stating that the next step is to allow for the town to issue a vacate notice to the inhabitants as the conditions in the property have been deemed uninhabitable from the Fire dept, Code Enforcement as well as the Police dept. the board gave consent to proceed

Vint Choiniere addressed the board about the Adaptive Launch project Selectperson Lynn Leighton motioned to approve the Town Manager to sign the board safe contract documents as well as expend the funds in the amount of \$37,865 from the parks and recreation facilities ETF, seconded by Vice Chairperson Steve Aiken, all in favor.

Vice Chairperson Steve Aiken motioned to approve Janet Sangueldoce, Paula Wanzer and Don McFarlin to the Conservation Commission seconded by Selectperson Jim Gregoire, all in favor.

TOWN MANAGER'S REPORT

Interim Town Manager Jack Wozmak stated that he has been working with the Newly appointed Town Manager Judie Milner and will continue to be available to her and will come back up on the 9th of April to sit with her again.

VISITOR'S AND RESIDENT'S COMMENTS

Public Works Director Mike Faller spoke about a subdivision that has been approved on Beattie and Old Center Harbor Road that has tied the hands of the Public Works Department with regards to the requirements that will adversely affect his budget that did not consider this project. He would like to request a non-public meeting to discuss the situation prior to the public hearing to take place.

SELECT BOARD REPORTS AND COMMENTS

Selectperson Lynn Leighton mentioned the Inter-lakes community forum survey events coming up. She further mentioned the 250th celebration taking place July 4th 2026. She also congratulated Inter-Lakes teacher Amy Sheldon for receiving NH Teacher of the Year Mathematics.

Selectperson Jeanie Forrester mentioned the Meet and Greet with the New Town Manager Judie Milner on April 7th from 6:30pm-8:30pm at the Community Center.

Vice Chairperson Steve Aiken asked residents to take the Prescott Park Survey for the future of the parks and have a goal of 600 participants.

named road

From Jennifer Hitt <jenniferhitt@gmail.com>
Date Wed 5/21/2025 10:43 AM
To Stephanie Maltais <smaaltais@meredithnh.gov>

CAUTION: This email originated from outside Meredith Town Offices. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello, Stephanie-

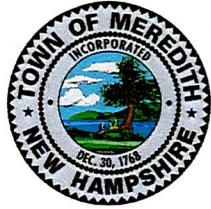
We have collaborated on possible street names. Having checked in with all interested parties (the ones you've indicated share "naming rights"), we have settled on three possibilities. They are, in order of preference:

1. Tranquility Way
2. Dragonfly Lane
3. Whimsy Way

Please let me know if there's anything else you require from us, and also when the name has been finalized. Again, thanks so much for all your help with this!

Best-

Jennifer & Gerry Hitt
603-404-8339 (Jennifer)



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of July 14, 2025**

From: Judie Milner, Town Manager

Subject: Board to consider approval of Old Home Days

Suggested Motion:

Board member moves, *"I move that the Meredith Selectboard supports an "Old Home Day" event on Main Street for September 6, 2025."*

Selectboard Chair Calls for a second, discussion and vote.

Background/Discussion:

A group of volunteers has come together to bring back Old Home Day to Meredith. Reminder Old Home Day is on the NH Preservation Alliance's 7 to Save List for 2024. The board asked the group to partner with GMP or the Chamber and they have reached out to both. The Chamber is willing to pay for the insurance policy required for this event. The timing was too late for GMP to take it on but I suspect after the 250th celebration that GMP is planning for 2026 Independence Day this may be the type of event they would sponsor.

I explained to the committee that Franklin has a nonprofit that sponsors the event so it could work that way without the town taking on the responsibility. Gilford does utilize its P&R Director but we have so much going on at P&R, we can't take it on at this time. Regardless of continuity, it is still a great event to bring the community together and celebrate Meredith, even if it's one time. The town employees who met with the group thought it was a doable event. DPW liked that it is scheduled for the day following the street dance as they only need to pull out the equipment one time for both events. The group has secured vendors and done most of the legwork for the event. Since this will involve closing down the street and Police, Fire and DPW involvement, I wanted to get the

Town of Meredith Selectboard Agenda Report

board's thoughts on moving forward and approval. The insurance costs will be taken care of, we can assist the Chamber in applying for the necessary permits, are we interested in providing PD detail, Fire Support and DPW set up for the event? Any other support?

Fiscal Impact:

Detail fees for the day.

Concurrences:

Discussed with the board at our 4/14/25 Selectboard meeting.

Provided packet from the group at our 6/23/25 Selectboard meeting.

Volunteer group met with Police, Fire and DPW representatives 6/30/25.

Attachments/Exhibits:

Old Home Day group presentation

MEREDITH **OLD HOME DAY**



Celebrating community and the legacy of a legend

Meredith Old Home Day 2025: Honoring Bob Montana

September 6th, 2025

10am – 4pm

Main Street - Meredith, NH

Agenda Overview

Organization

Community Involvement

Introduction to Meredith Old Home Day

Celebrating Bob Montana

Event Highlights

Family Fun and Entertainment

Old Home Day Organization

Planning and Coordination Committee

The Committee

The primary committee is made up of local business owners, the Director of the Meredith Area Chamber of Commerce, the President of The Innovators Young Professionals Group, along with additional community members.

This committee is organized into various segments, each addressing different facets of the Old Home Day celebration.

Our activities are insured and will be covered under the umbrella of the Meredith Area Chamber of Commerce.

GET INVOLVED IN OLD HOME DAY MEREDITH, NH

- SPONSORSHIPS
- VOLUNTEERS
- VENDORS
- PERFORMERS



MeredithOldHomeDay.com

Event Coordination

Get Involved!

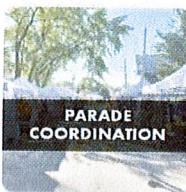


Fundraising and Sponsorship

Contacts:

Linda Brown
 Email
 203-561-7677

Corina Locke
 Email
 203-561-7677



Parade Coordination

Contacts:

Bonnie Edwards
 Email
 603-707-6014

Vynnie Hale
 603-707-6608
 Email

Linda Brown
 Email
 203-561-7677



Marketing and Advertising

Contacts:

Andrew Eaton
 Email
 603-417-1352

Vynnie Hale
 603-707-6608
 Email

Linda Brown
 Email
 203-561-7677



Vendor Management and Food Trucks

Contacts:

Paul Moreau
 Email



Entertainment

Contacts:

Sam Seeley
 Email



Community Outreach

Contacts:

Jeremy Noyea
 Email

Divide and Conquer

Each committee has been designated to oversee a specific aspect of Old Home Day, with responsibilities including **recruitment, strategic planning, and successful execution** of their assigned category. Through coordinated efforts, each team will ensure seamless organization and contribute to the overall success of the event.

- **Fundraising & Sponsorship**
- **Parade Coordination**
- **Marketing & Advertising**
- **Vendor Management**
- **Entertainment**
- **Community Outreach**

How to Get Involved: Visit MeredithOldHomeDay.com

Volunteering Opportunities

Discover various volunteering opportunities available in our community. Your contribution can make a significant impact.

Sponsorship Information

Find out how you can support our initiatives through sponsorship. Your sponsorship helps us grow and serve the community better.

Event Updates

Stay updated on upcoming events by visiting our website. Join us to participate in exciting community activities.

GET INVOLVED IN OLD HOME DAY MEREDITH, NH

- SPONSORSHIPS**
- VOLUNTEERS**
- VENDORS**
- PERFORMERS**



MeredithOldHomeDay.com

Invitation to Sponsors, Volunteers, Vendors, and Performers

Invitation for Involvement

We welcome local businesses, volunteers, and performers to take part in our upcoming event.

Honoring Our Heritage

Joining this event offers an opportunity to collectively honor our shared history and community spirit.

Community Engagement

Each contribution, regardless of size, is vital in crafting a lively event that embodies our community's values.

Historical Background & Tradition

Inception of the Event

- New Hampshire Old Home Day was initiated in 1899 to promote community bonding and celebrate local heritage.
- Listed on NH Preservation's Seven-To-Save 2024 list. <https://www.nhpreservation.org/seven-to-save>

Community Bonding

- The event acts as a vital platform for residents to come together, fostering relationships and community spirit.

Celebrating Local Heritage

- Meredith Old Home Day emphasizes the importance of local traditions, culture, and history through various activities.



MEREDITH, NH

Courtesy: Shop Main Street Meredith NH

Purpose and Significance of Reconnecting Former Residents

Building Relationships

Old Home Day seeks to cultivate relationships among past residents, enabling significant interactions and reconnections.

Enhancing Community Bonds

The event is essential for strengthening community connections, fostering a feeling of belonging and unity.

Safeguarding Local Heritage

Promoting involvement in community events aids in maintaining the town's history and cultural legacy through the exchange of shared narratives.

Showcasing Local Spirit and Community Creativity

Community Festival

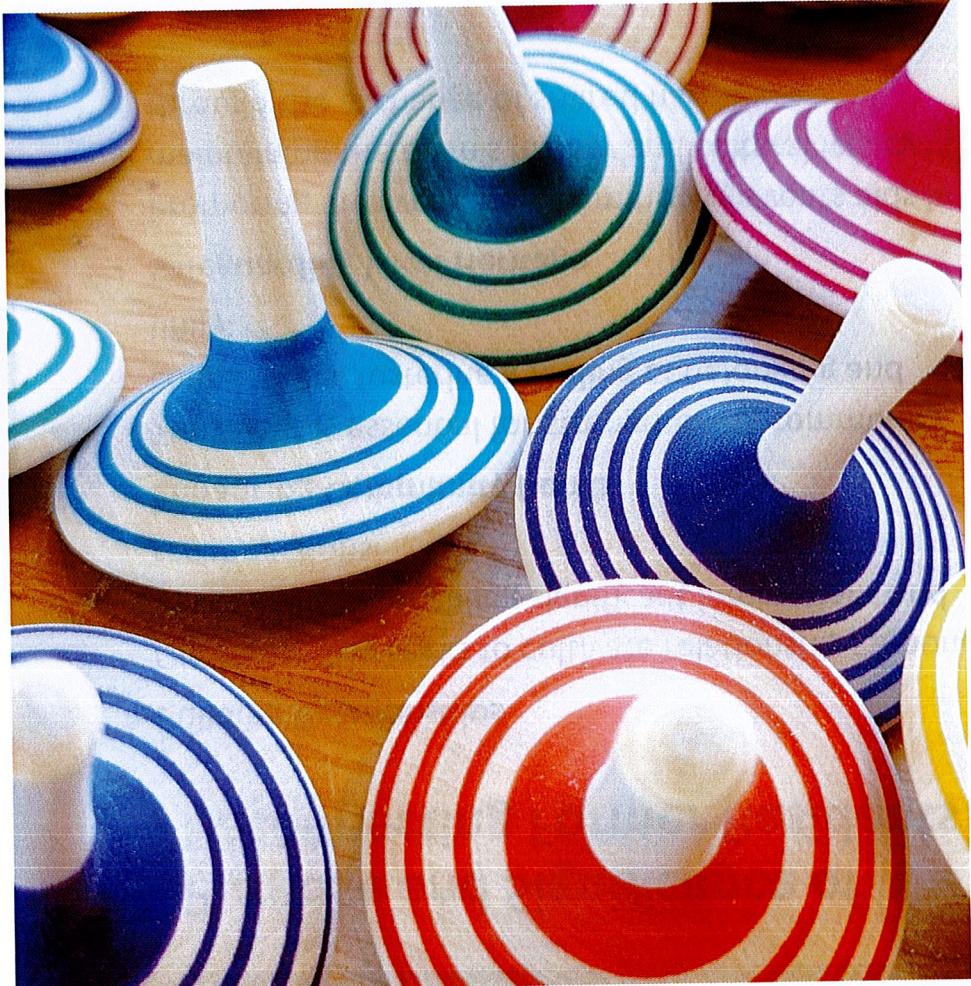
This festival provides an opportunity for residents to showcase their local spirit through a range of interactive events.

Artisan Exhibition

Local artisans present their distinctive works, providing insight into the community's creativity and skill.

Local Talent Performances

Community members perform on stage, highlighting their abilities in music, dance, and theater, thereby enhancing the overall celebration.



Courtesy: Art Of Turning

Celebrating Bob Montana



Life size paintings of Archie Characters by:
Paul Moreau & Vynnie Hale - The Galleries at 30 Main

Bob Montana and His Connection to Meredith

Early Life in Meredith

Bob Montana's upbringing in Meredith served as a vibrant foundation for his imaginative storytelling and character creation in Archie Comics.

Meredith Historical Museum

The Meredith Historical Museum has declared 2025 The Year of Bob Montana.

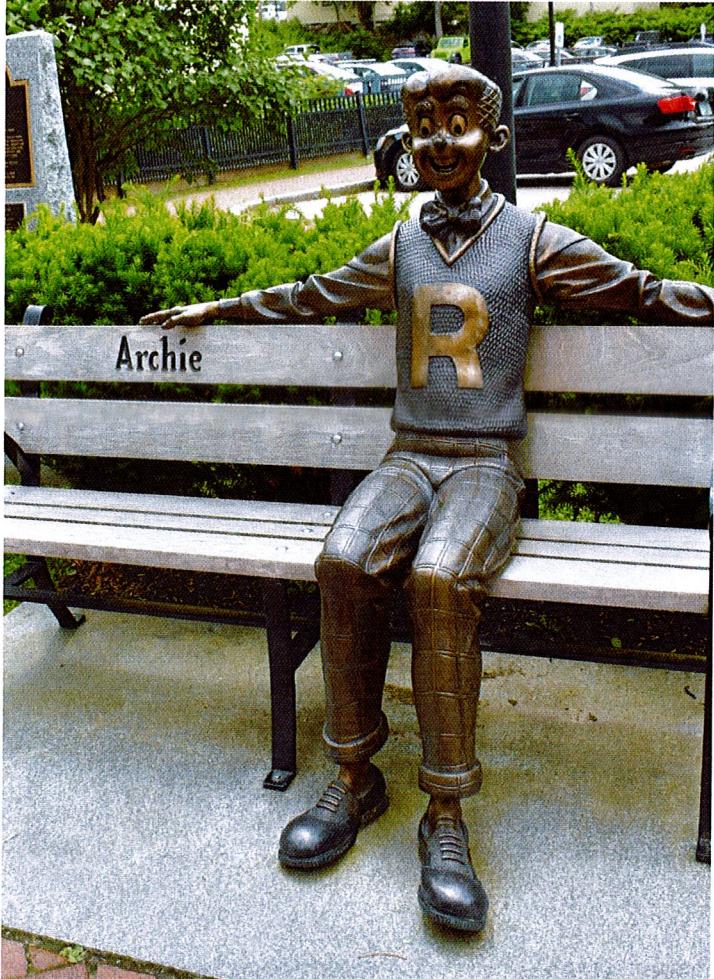
Alongside its Main Street exhibits, two major events will honor Montana's legacy: *Mutiny On The Mount*, a comedy written by Montana and staged by The Winnipesaukee Playhouse aboard the MS Mt Washington, and Old Home Day, celebrating his contributions to Meredith.

Legacy of Bob Montana

The impact of Montana's legacy endures, inspiring new generations of comic artists and storytellers within the industry.



Bob Montana Plaque in Community Park, Meredith



Archie Statue in Community Park, Meredith

Legacy of Archie Comics

Cultural Impact

Since the 1940s, Archie Comics has profoundly influenced American pop culture and teenage life.

Iconic Characters

Archie, Betty, Veronica, and Jughead have become symbols of youth, friendship, and romance in America.

Timeless Storylines

The engaging storylines of Archie Comics resonate with generations, reflecting teenage experiences and challenges.

Event Highlights

Main Street Celebration: Key Activities From 10 AM – 4 PM

Community Parade

- The celebration will feature a parade beginning at 10am, winding down Main Street, up route 3 and finishing back at the starting point (LaValley/Middleton)

Local Vendor Booths

- Local vendors will showcase their products, offering unique items and delicious food for attendees to enjoy. (Community Park / Open Areas)

Performances and Entertainment

- Live performances will be a highlight of the day, featuring local artists and entertainers to engage the audience.



Courtesy: Art Of Turning

Parade Details: Led by Lynn Montana with Classic Cars, Groups, and Floats

Parade Leadership

- Lynn Montana (Bob Montana's daughter) will lead the parade, setting an exciting tone for the entire event as the procession begins.

Classic Cars Showcase

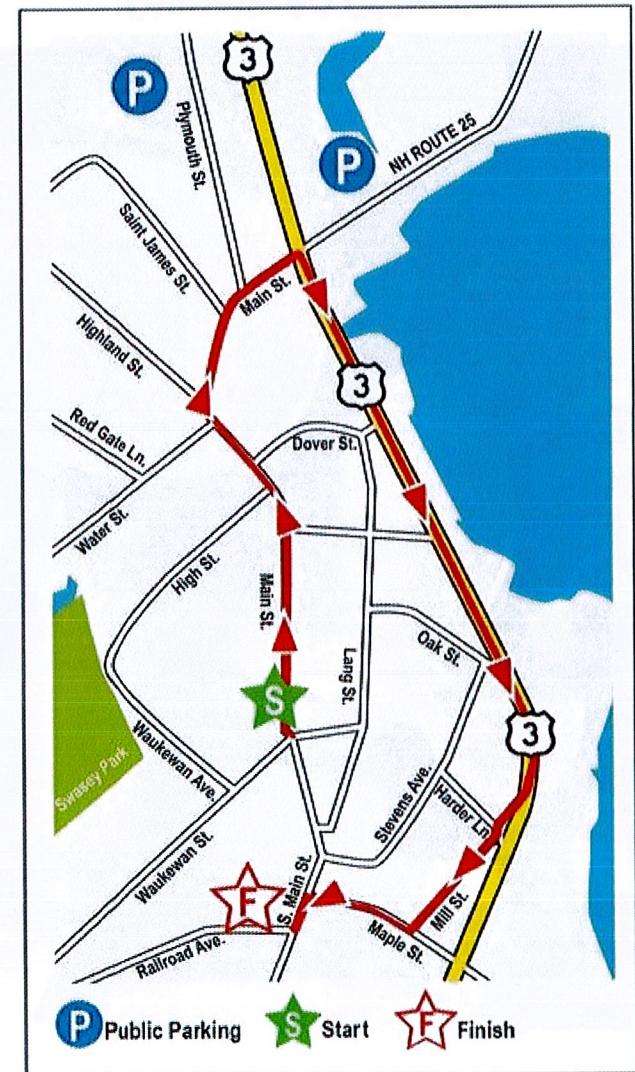
- The parade may feature a stunning lineup of classic cars that will captivate the audience and add charm to the event.

Local Group Participation

- Local groups will actively participate in the parade, adding community spirit and enthusiasm to the festivities. (fire/police/scouts/school teams/groups etc..)

Decorated Floats

- Beautifully decorated floats will be an eye-catching highlight of the parade, showcasing creativity and community spirit.



Vendors & Food Trucks

Local Vendors

- The vendor market showcases local businesses and craftspeople who display distinctive items, reflecting the creativity and skill of the community. (Community Park / Open Areas)

Food Trucks

- An array of food trucks will be available, serving delectable dishes that emphasize local tastes and culinary variety. (Church Parking Lot)

Community Atmosphere

- Main Street Shops provide a lively community atmosphere, uniting locals and visitors in a celebratory hometown setting.



Courtesy: Meredith Area Chamber of Commerce

Family Fun and Entertainment

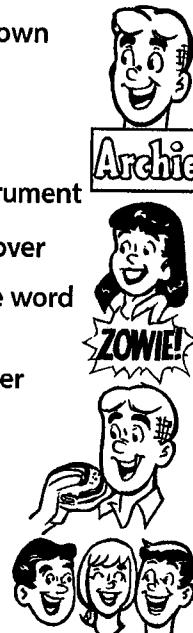
Example Activities for Families

ARCHIE COMICS SCAVENGER HUNT



Find and check off each item!

- A character wearing a crown
(Hint: Jughead!)
- A red-haired character
(Hint: Archie!)
- Someone playing an instrument
- A vintage Archie comic cover
- A speech bubble with the word "ZOWIE!"
- A character eating a burger
- A place that looks like Pop's Chock'lit Shoppe
- A group of friends laughing together
- Say thanks to all the businesses you visit!



Comic Workshops

- Families are invited to participate in comic workshops that focus on character creation and storytelling, drawing inspiration from Bob Montana's artwork.

Face Painting

- Children will have the opportunity to engage in face painting, enabling them to express their creativity and imagination with vibrant designs.

Scavenger Hunt

- A scavenger hunt will offer families an exciting activity that fosters teamwork and encourages exploration of Meredith's Main Street.

Community Mural Creation

- Families can work together to design a community mural that highlights their artistic skills and fosters a sense of unity.



Courtesy: Meredith Historical Society

Sculpture Walk & Historical Tours

Exploring Local Landmarks

- Guided tours offer an opportunity for visitors to discover important local landmarks that embody Meredith's historical and cultural legacy. (Historical Museum, Main Street, Mill Falls)

Insights from the Museum

- Historical museum presents a glimpse into Meredith's vibrant past including elaborate displays of the life of Bob Montana and his creations.

Sculpture Walk

- A self-guided tour allows individuals to engage with the town's rich artistic heritage through sculpture walk installations.

Conclusion

Celebration of Community

- The event will celebrate the strong sense of community and togetherness in Meredith, inviting all to participate.

Honoring Bob Montana

- Along side the Meredith Historical Museum's 2025 Year of Bob Montana, we will honor Bob Montana for his contributions, recognizing his legacy within the community during the event.

Reconnect with Friends

- Attendees are encouraged to reconnect with old friends and make new memories during the celebration.

Vibrant History of Meredith

- The event will showcase the rich and vibrant history of Meredith through various activities and exhibits.

A well-organized event

- Main Street shops and local organizations will see to it that Meredith Old Home Day is a well organized and successful event that showcases our town in a positive light.



Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of July 14, 2025

From: Judie Milner, Town Manager

Subject: Town Manager Report

Shout Outs –

Donovan Tree Service – removed trees along our Laverack Nature Trail at no cost to the town! We appreciate your thoughtfulness in keeping our beautiful asset safe and maintained.

Firefighters Trevor Hunnicutt & Jacob Raymond – completed Driver Operator Course

Captain Parker, Engineer Ludwick and Firefighter Cullen – completed Honor Guard Training

Chief Jones plans to give a unit citation at next Spring's fire dinner for the Technical Rescue that occurred at Church Landing the week before last.

Town Clerk Parker – attending the NE Municipal Clerk's Institute and Academy this week

Levi Swearingin – recently promoted from part time buildings and grounds position to the open full time position – congratulations!

Our fantastic Water Department – hosting 37 summer program campers for an educational tour of the facility including a lesson on pipes and pressures. If that wasn't fun enough, they topped it off with a little water balloon tossing contest in the parking lot. Great work Mike and Phil!

Welcome Aboard:

Trevor Hunnicutt, Firefighter

Jared Wyatt, Call Firefighter

Master Plan – the Planning Board has invited the selectboard to their meeting on 8/26 for the presentation of the Draft Master Plan.

Town of Meredith Selectboard Agenda Report

Short Term Rental Licensing – implementation is underway; landing page on website with public notice and regs along with news flash; we'll be using various signage throughout the community as well; software contract is with PRIMEX for approval and will be signed and purchased shortly thereafter. Notices are expected to go out shortly after the software is procured (reminder this is a feature of the software).

CIP Update – the management team adopted CIP forms at our last meeting in June which will serve a few purposes including the CIP committee process and the financial statement capital asset reporting process. Forms for all assets over a 15 year period will be completed by applicable departments so that we may present a comprehensive plan to the CIP committee at their next scheduled meeting on September 10, 2025.

Parking PILOT Program – 6/25 5pm meeting on data collection went ok. It seems that we had a good handle after all on what data is to be collected. We are going to keep an eye on the usage of the handicap accessible spaces as consensus is we may not need so many. Next meeting of this committee will be 10/16 after the PILOT program ends on 10/15.

Housing Champion Designation –

Main Street Project – parking study?

Status DPW Bldg/Hutter – Attorneys are scheduling an onsite meeting to address issues with the building so we may resolve occupancy issues and final payment.

MUNIS (enterprise software) Implementation – We are LIVE! Shout out to all departments for their above and beyond work to get this monumental task completed. A special shout out to our Admin Services Director for leading this effort. Well done!

Next Department Head Meeting – July:

Finish Standard Permit for Events
Fees review and recommendations to bring to the Board

Waukewan Dam & Canal project –

Route 25 assessment(underground) –

Town of Meredith Selectboard Agenda Report

Cyanobacteria Grant- We have received the final report for the test results from the 2024 season as well as an emergency plan in the event of a bloom. Shout out to Lynn Leighton for paying for the production of the report so grant money can be used for other important aspects of the project!!!!

Sewer storm water Asset grant- Scheduled for completion late 2025

Asset management/ Strategic planning grants- Both studies are scheduled for July completion. This is 9 months ahead of the scheduled deadline.

Wage survey implementation – I plan to have recommendations to the board as part of the 2026 budget process.

Community Power – Meredith's Aggregation Plan was approved by the PUC. NHEC annual meeting was on 6/17, we still have not received notification of the new rates. Community Power does not anticipate launch of the program until 2026.

Projects working on – Stay Tuned for Future Update

Fire Department Study

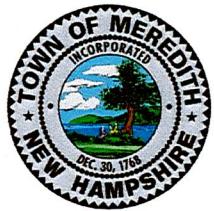
Pleasant Street Wall

Waterfront infrastructure status

PFAS Settlements

Vision/Mission/Goal Setting

HOP grant – Policy & Regulatory Audit, Regulatory Changes



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of July 14, 2025**

Subject: Visitor and Resident Comments

Board Chair opens the meeting to public for comment.



**Town of Meredith, New Hampshire
Selectboard Agenda Report
For the Meeting of July 14, 2025**

Subject: Select Board Reports and Comments

Board Chair recognizes Board Members for reports and comments.