

# SHEEHAN PHINNEY

Boston • Concord • Manchester • Portsmouth • Upper Valley

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P. O. Box 3701  
Manchester, NH 03105-3701

March 15, 2024

**Via Email Only** ( [REDACTED] )

Glenn Douglas  
[REDACTED]

Londonderry, NH 03053

**Re: Right to Know Request – Compensation  
Town of Londonderry, New Hampshire**

Dear Mr. Douglas:

Please accept this letter as a follow up to the letter sent by my colleague, Elizabeth Bailey, dated February 29, 2024. As you know, this office represents the Town of Londonderry, New Hampshire (the “Town”). Pursuant to RSA 91-A:4, IV, I am writing regarding your February 23, 2024 governmental records requests relative to “any and all documents relating to, referring to, discussing, mentioning or referencing the compensation for and/or to Sherry or Sharon Farrell (different names appear in the Town Annual Reports) and/or the position of Town Clerk to include but not limited to any and all contracts, oaths, monetary information, budgetary documents, pay scales, RSA 42:25, etc. from 2013 to present.”

Pursuant to NH RSA 91-A:4, IV(b), enclosed please find an initial production of records which the Town has identified as responsive to your Requests. However, the Town has not completed review of its files for responsive documentation. That review is ongoing, and the Town anticipates that it will take approximately two weeks, until March 29, 2024, to complete that process. Any additional records responsive to your request which are not exempt from disclosure under the law will be made available to you.

Very truly yours,

*/s/ Megan C. Carrier*

Megan C. Carrier

cc: Michael Malaguti, Londonderry Town Manager (via email only)

## Michael Malaguti

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**From:** Michael Malaguti  
**Sent:** Monday, June 19, 2023 8:45 PM  
**To:** Tara Koza  
**Cc:** Michael Malaguti  
**Subject:** Re: Sherry - Merit increase?

Thanks for raising this. At a minimum I would like to ensure this continues to be in line with existing conditions, which I suspect it may not be. Would you pull together a small set of comparison data for us?

Thanks,  
Mike

Michael J. Malaguti  
Town Manager  
Town of Londonderry  
603-432-1100 x 151

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**From:** Tara Koza  
**Sent:** Monday, June 19, 2023 4:59 PM  
**To:** Michael Malaguti  
**Subject:** Sherry - Merit increase?

Cherie is going to reach out to you to ask if Sherry & Allison should receive the non-rep COLA on 7/1. It looks like they normally do receive it.

Should Sherry receive an additional increase? In 2020 and 2022 I see that she only received the 2.5% COLA. However, in 2021 she received a 13.6% increase described as: "*Salary adjustment based on market conditions and salary survey data*". Her current salary (pre-COLA) is \$71,780.80. Also, for your reference, Allison's current salary (pre-COLA) is \$70,012.80.

*Tara Koza*

Tara Koza  
Human Resources Manager  
Town of Londonderry  
[tkoza@londonderrynh.org](mailto:tkoza@londonderrynh.org)  
603-432-1100 x127

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This email was scanned by Bitdefender

## Michael Malaguti

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**From:** Lisa Drabik  
**Sent:** Thursday, August 11, 2022 2:12 PM  
**To:** Sherry Farrell  
**Cc:** Michael Malaguti  
**Subject:** A little follow-up-- more to come!  
**Attachments:** SnipImage.JPG; im-2016-2-elected-official-and-officals-appointed-for-fixed-terms.pdf

Hi Sherry,

Thanks for coming up to chat with me the other day. I wanted to provide a bit of an update for now, with more to come once Justin is back in the office (he's out sick for the rest of this week). I have also copied Mike for awareness going forward as I depart.

First, as to your benefits question: I found the 2014 warrant article regarding the creation of the Town Clerk position (and attached it here so you have it!). I confirmed with Mike Ramsdell that because the position was created via warrant article, it cannot become benefits-eligible without returning to the voters. So, if you would like to pursue it further via warrant article, I'd discuss with Mike the idea of doing so, and then the Council would have to move it to the ballot.

Second, as to the NHRS question: if the voters were to approve making the Town Clerk a benefits-eligible position, then it appears you would be eligible to participate in NHRS, even as an elected official! I'm attaching some NHRS guidance which was recently modified (as of July 2022) to clarify the circumstances in which elected officials can participate in NHRS.

Finally, you were due a COLA increase on 7/1—that was an oversight given you are not part of the union “mass adjustments,” and we apologize! I'm glad you brought it to my attention! As I said, I plan to talk to Justin about it on Monday once he's back in the office—and of course, it will be retroactive to 7/1.

-Lisa

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To the inhabitants of Londonderry in the County of Rockingham in said State qualified to vote in Town Affairs:

Voters are hereby notified to meet at the Londonderry High School Cafeteria in Londonderry on Saturday the eighth (8<sup>th</sup>) day of February, 2014, at nine o'clock in the morning for the Deliberative Session of the Budgetary Town Meeting.

Voters are further notified to meet at the Londonderry High School Gymnasium on Tuesday, March 11, 2014 to choose all necessary Town Officers for the ensuing year, and to act upon the proposed Fiscal Year 2015 budget, as may be amended by the Deliberative Session, together with any amendments to the Town Charter, all by official ballot, the polls to be open at seven o'clock in the morning and to close not earlier than eight o'clock in the evening.

**ARTICLE NO. 1:**    **[ELECTION OF OFFICERS]**

To choose all necessary Town Officers for the ensuing year, or until another is chosen or appointed and qualified.

**ARTICLE NO. 2:**    **[TOWN CLERK / TAX COLLECTOR POSITION]**

To see if the Town will vote to change the elected officer of Town Clerk/Tax Collector to two (2) separate positions and to have the position of Town Clerk be elected for a three year term. If approved, an article shall be placed on the ballot at the next annual meeting to elect a Town Clerk. Further, to change the position of Tax Collector from an elected position to an appointed position per RSA 669:15-17b. Such appointment shall be made annually before April 1 by the governing body in writing and shall include the compensation to be paid. If approved, the newly elected Town Clerk/Tax Collector shall continue to serve until the next annual meeting at which time a Tax Collector shall be appointed. The separation of this position will save the Town approximately \$110,000 annually as the Town Clerk position, which is elected, will not be eligible for retirement and medical benefits and will maintain part-time hours.

(If passed, this article will save the Town approximately \$110,000 in property taxes, resulting in a tax rate decrease of (\$0.03) in FY 15 based upon projected assessed values.)

*The Town Council by a vote of 5-0 recommends a YES vote; the Budget Committee by a vote of 6-0-1 recommends a YES vote.*



## **Interpretive Memorandum No. 2016-2**

**DATE:** **REVISED July 20, 2022** (Originally published September 8, 2016)

**TOPIC:** **NHRS Membership Rules for Elected Officials and Officials Appointed for Fixed Terms**

**PURPOSE:** The purpose of this Interpretive Memorandum is to discuss the membership eligibility for elected officials (Elected Officials) and officials appointed to fixed terms (Fixed Term Officials) (collectively, Officials, as the context may require).

### **SUMMARY:**

**A.** Membership in NHRS is optional for Elected Officials in full-time positions if they meet the four criteria detailed below relating to employment terms. The participation of Elected Officials is not common. Each case can be fact specific; and, the underlying circumstances may vary over time. Employers<sup>1</sup> are encouraged to contact NHRS in advance if an Elected Official wishes to enroll as an active Member, or if circumstances change such that a participating Elected Official who is enrolled may no longer meet all the four of the criteria listed in A below.

**B.** Membership is optional for Fixed Term Officials in unclassified and nonclassified positions created on or before July 1, 2011, if the Member meets the four criteria detailed below relating to employment terms. Membership is mandatory for Fixed Term Officials in unclassified positions that are newly created after July 1, 2011. For political subdivision Employers, Group II Members cannot be Fixed Term Officials.

**C.** Employers are required to give employees notice of their right to optional membership. Once an Elected or Fixed Term Official elects membership while in an optional position, he must remain a Member until termination of service in that position. Retirees in optional positions are not subject to the annual limits on part-time work hours if they do not elect membership.

### **ANALYSIS:**

#### **A. Membership Eligibility for Elected Officials.**

RSA 100-A:3, I provides that Elected Officials may elect to enroll in NHRS if four criteria relating to employment conditions are met:

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<sup>1</sup> Capitalized terms shall have the meanings as provided in the Interpretive Memoranda Glossary of Terms.

1. Full-Time With Benefits. The office held must be a full-time position with eligibility for the same fringe benefits as other full-time Employees. Full-time means that the Elected Official works the minimum number of hours described in paragraph A.3. below. Eligibility for fringe benefits is determined by any applicable law, personnel policy, collective bargaining agreement, or employment contract.
2. Primary Occupation. The elected office held must be the primary occupation of the person holding the office. In making such a determination, NHRS will apply the standards under NHRS Administrative Rule Ret 302.06 which provides that, *"if a person has more than one occupation, his or her 'primary occupation' shall be determined based on his or her tenure in each position, the compensation paid and the work hours required."* If the Elected Official has, or acquires, another occupation in addition to the elected office, Employers are encouraged to contact NHRS to determine which occupation is primary.
3. Minimum Compensation and Hours. The position must have a base rate of annual compensation for the office held of at least \$15,000 and it must require at least 1,700 hours of annual employment.

Many Elected Officials are highly independent in the performance of their responsibilities. They are not subordinate to, or monitored by, other government officials or management personnel, and they are not required to keep regular office hours. In addition, most Elected Officials are paid an annual salary or stipend, not an hourly wage. For these reasons, the Employer often does not record actual work hours. NHRS takes the position that the Elected Official and the Employer have the burden of proving that he or she works the minimum 1,700 hours annually, which may include any paid time off. NHRS uses the Elected Official's term in office to establish the annual period for determining whether the minimum annual hours and compensation conditions have been met.

NHRS recommends that both the Elected Official and Employer maintain a contemporaneous record of the hours worked and paid time off; and; that the record be reviewed and confirmed by the Employer on a regular basis, such as weekly or monthly. In certain cases, NHRS may require the Elected Official and the Employer to sign an attestation form certifying that the minimum hours have been worked annually.

4. Single Office. Generally, the Elected Official must satisfy the conditions under subparagraphs (1)-(3) by using only one elected office to qualify, except as provided in A.5 below.
5. Town Clerks/Tax Collectors. Pursuant to RSA 100-A:3, I(a)(5), an Elected Official who concurrently holds the offices of Town Clerk and Tax Collector for the same Employer may combine those positions for the purposes of meeting the 4 criteria. Recordkeeping is especially critical in this regard.

**B. Membership for Fixed Term Officials.** RSA 100-A:3, I provides that membership is optional for Fixed Term Officials. A Member in a fixed term position may elect membership if he or she meets the requirements in paragraph A.1-4 above.

NHRS applies the following guidelines in making a determination whether any particular position is held by a Fixed Term Official who is exempt from mandatory membership.

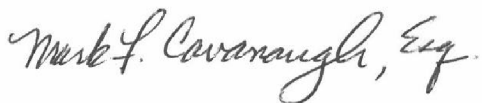
1. State of New Hampshire. The State of New Hampshire has many positions that qualify as Fixed Term Positions. These include unclassified and nonclassified positions, including division and department directors and Members of governing bodies such as commissions, boards, committees, and authorities. NHRS policy is that a position is a Fixed Term Position if the statutory authorization for such position states that (a) there is a fixed term of years; and (b) appointment and removal by the Executive Council is required. Positions not expressly provided for by statute, or not requiring Executive Council approval, may be fixed terms if there is a position description or employment contract that specifies the term and provides that the individual can only be terminated for cause. Positions that provide that the individual “serves at the pleasure” of another person or governing body, are never Fixed Term Positions.
2. Political Subdivisions. A political subdivision position is a Fixed Term Position based on an individual evaluation of the record of appointment with regard to the fixed term and conditions of termination as dictated by statute, rule, policy, or contract, or by vote of a governing body. A person who can be terminated without cause or who “serves at the pleasure” of the Employer is not generally considered a Fixed Term Official.
3. Group II Positions. The New Hampshire Supreme Court has opined<sup>2</sup> that the phrase “officials appointed for fixed terms” does not apply to Group II Members employed by political subdivisions, other than Elected Officials. Thus, membership is mandatory for individuals appointed for a fixed term to a Group II position by a political subdivision, such as a fire or police chief who has a contract for a fixed term. For individuals appointed to a Group II State position that is a Fixed Term Position, membership is optional unless it is a newly created position as described in item B.4 below.
4. Officials Appointed for a Fixed Term in Newly Created Appointed Positions. RSA 100-A:3, I(d) provides that, for Fixed Term Officials appointed to unclassified positions that are newly created after July 1, 2011, optional membership is not applicable. Employees in such newly created unclassified positions must be enrolled, and if they are receiving an NHRS pension, they are restored to service pursuant to RSA 100-A:7, I and their pension shall cease. Membership remains optional for Fixed Term Officials who are nonclassified Employees regardless of when the position was created.

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<sup>2</sup> PETITION OF MICHAEL CARRIER, No. 2012-334

### C. Special Considerations

1. Notice of Membership Option/Employer Oversight. Pursuant to RSA 100-A:3, I-a, Employers are required to give each Official notice of his or her option to join NHRS “within a reasonable time after election or appointment”. NHRS has no particular form for this purpose and advises Employers to follow reasonable personnel policies in complying with this requirement. Pursuant to RSA 100-A:3, VI(d)(1), a Member may retroactively purchase service credit, with an Employer contribution toward the cost, in certain circumstances where the Employer fails to enroll an Employee when he or she was first eligible and the failure is not due to the consent or fault of the Employee (aka “employer oversight”). A failure to notify an employee of his or her option to enroll may create a presumption that there is no such consent or fault on the part of the employee. See RSA 100-A:3, VI(d).
2. Permanent Membership. Pursuant to NHRS Administrative Rule 302.06, once an Official elects to enroll as a Member of NHRS for a certain position, he or she must remain a Member until termination of service from such position. An Official cannot later opt out of membership upon re-election or re-appointment.<sup>3</sup>
3. Retiree Work Hour Limits. Pursuant to RSA 100-A:1, XXXIV, NHRS Retirees working for a participating Employer are limited in the number of hours they can work in part-time positions for NHRS participating Employers. NHRS has taken the position that the limits on retiree work hours do not apply to Retirees working in part-time positions that, if the position were full-time, membership would be optional. Thus, Officials in full-time positions for whom membership is optional, as described above, are not subject to the annual limits on work hours.
4. Retiree Reporting. Pursuant to RSA 100-A:16, VII(a), Employers are required to report annually to NHRS the hours worked and compensation paid to all NHRS Retirees except for Elected Officials. The work hours and compensation for Fixed Term Officials who are NHRS Retirees must be reported even though they are not subject to the annual limits on retiree work hours.



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**Approved by Mark F. Cavanaugh, Esq.**  
**Associate Counsel and Compliance Officer**

July 20, 2022

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**Approval Date**

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<sup>3</sup> If the Official fails to be re-elected or is not re-appointed, and there is a “termination from service” as provided in Ret 301.02(1), membership would be optional again if that person is later re-elected or re-appointed to the same or different office.

## Michael Malaguti

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**From:** Lisa Drabik  
**Sent:** Thursday, August 11, 2022 1:36 PM  
**To:** Justin Campo  
**Cc:** Michael Malaguti; Tara Koza  
**Subject:** RE: Sherry-- COLA/increase as of 7/1/22?

Monday is fine; feel better!

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**From:** Justin Campo <jcampo@londonderrynh.org>  
**Sent:** Thursday, August 11, 2022 1:35 PM  
**To:** Lisa Drabik <ldrabik@londonderrynh.org>  
**Cc:** Michael Malaguti <mmalaguti@londonderrynh.org>; Tara Koza <tkoza@londonderrynh.org>  
**Subject:** Re: Sherry-- COLA/increase as of 7/1/22?

Good afternoon,

I believe we budget a 2.5% COLA increase. It was likely missed as she is not part of a union and is the only elected official to receive an increase.

We can discuss further if you'd like. I would need to review my spreadsheet to be 100% sure (I'm about 98% sure), so if possible waiting until Monday would be ideal.

Justin

On Aug 10, 2022, at 11:17 AM, Lisa Drabik <[ldrabik@londonderrynh.org](mailto:ldrabik@londonderrynh.org)> wrote:

Hey there,

Justin—hope you are feeling better!

When you check email, have a question for you: Sherry did not receive any kind of increase 7/1 ("COLA" or otherwise)—I know Kevin adjusted her salary on 7/1/21 (due to "market conditions"—so we didn't call it a COLA then)—but in past years, I think we did increase her salary in July and call it a COLA. Justin, did you budget any kind of increase for Sherry for 7/1/22? I'm wondering if we did and since she's a one-off, it was just missed, or if there was actually a discussion about it I missed or am spacing on. 🤔

-Lisa

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# TOWN OF LONDONDERRY PAYROLL STATUS CHANGE FORM

NAME:	<u>Sharon Farrell</u>	EMPLOYEE #:	<u>419</u>
DEPARTMENT:	<u>Town Clerk</u>	UNION:	<u>N/A</u>
DATE OF HIRE:	<u>3/17/2014</u>	EFFECTIVE DATE:	<u>7/1/2022</u>

## REASON FOR CHANGE

<input type="checkbox"/> New Hire	<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Voluntary Resignation
<input type="checkbox"/> Promotion	<input type="checkbox"/> Step Increase	<input type="checkbox"/> Involuntary Termination
<input type="checkbox"/> Transfer	<input type="checkbox"/> Probation Completed	<input type="checkbox"/> Retirement
<input type="checkbox"/> Demotion	<input type="checkbox"/> Union Contract	<input checked="" type="checkbox"/> Other: COLA

## POSITION INFORMATION

	<b>CURRENT POSITION:</b>	<b>NEW POSITION:</b>
DEPARTMENT:	<u>Town Clerk</u>	<u>Town Clerk</u>
JOB TITLE:	<u>Town Clerk</u>	<u>Town Clerk</u>
POSITION CLASSIFICATION:	<u></u>	<u></u>
SHIFT/HOURS:	<u></u>	<u></u>
OTHER:	<u></u>	<u></u>

## RATE

	CURRENT SALARY RATE:	NEW SALARY RATE:
Base Hourly Rate	<u>\$33.66</u>	<u>\$34.51</u>
Longevity:	<u>\$0.00</u>	<u>\$0.00</u>
Certification/Education:	<u>\$0.00</u>	<u>\$0.00</u>
Adjusted Hourly Rate:	<u>\$33.66</u>	<u>\$34.51</u>
Base (Weekly)	<u>\$1,346.40</u>	<u>\$1,380.40</u>
<b>ANNUAL SALARY:</b>	<u>\$70,012.80</u>	<u>\$71,780.80</u>

## COMMENTS

**Comments:** Sherry will receive a COLA increase of 2.5% effective 7/1/2022.

## APPROVALS

EMPLOYEE:	<u>Sherry Farrell</u>	DATE:	<u>8/23/2022</u>
DEPARTMENT HEAD:	<u>Michael J. Malaguti</u>	DATE:	<u>8/22/2022</u>
FINANCE DIRECTOR	<u>Justin W. Campo</u>	DATE:	<u>8/17/2022</u>
ASST. TOWN MANAGER:	<u>Lisa Drabik</u>	DATE:	<u>8/17/2022</u>

DocuSigned by: 58BF7FAF82D0450...



## TOWN OF LONDONDERRY PAYROLL STATUS CHANGE FORM

NAME: Sharon Farrell EMPLOYEE #: 419  
DEPARTMENT: Town Clerk UNION: N/A  
DATE OF HIRE: 3/17/2014 EFFECTIVE DATE: 7/1/2021

### REASON FOR CHANGE

☐ New Hire ☐ Merit Increase ☐ Voluntary Resignation  
☐ Promotion ☐ Step Increase ☐ Involuntary Termination  
☐ Transfer ☐ Probation Completed ☐ Retirement  
☐ Demotion ☐ Union Contract ☒ Other

### POSITION INFORMATION

	CURRENT POSITION:	NEW POSITION:
DEPARTMENT:	Town Clerk	Town Clerk
JOB TITLE:	Town Clerk	Town Clerk
POSITION CLASSIFICATION:	Elected	Elected
SHIFT/HOURS:		
OTHER:		

### CURRENT SALARY RATE:

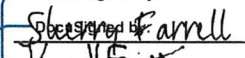
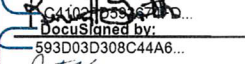
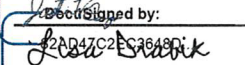
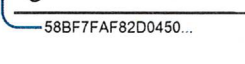
### NEW SALARY RATE:

	CURRENT SALARY RATE:	NEW SALARY RATE:
Base Hourly Rate	\$29.64	\$33.66
Longevity:	\$0.00	\$0.00
Certification/Education:	\$0.00	\$0.00
Adjusted Hourly Rate:	\$29.64	\$33.66
Base (Weekly)	\$1,185.60	\$1,346.40
ANNUAL SALARY:	\$61,651.20	\$70,012.80

### COMMENTS

Comments: Salary adjustment based on market conditions and salary survey data.

### APPROVALS

EMPLOYEE:		DATE:	7/22/2021
DEPARTMENT HEAD:		DATE:	7/21/2021
FINANCE DIRECTOR		DATE:	7/21/2021
ASST. TOWN MANAGER:		DATE:	7/21/2021





## TOWN OF LONDONDERRY PAYROLL STATUS CHANGE FORM

<b>NAME:</b>	<u>Sharon Farrell</u>	<b>EMPLOYEE #:</b>	<u>419</u>
<b>DEPARTMENT:</b>	<u>Town Clerk</u>	<b>UNION:</b>	<u>N/A</u>
<b>DATE OF HIRE:</b>	<u>3/17/2014</u>	<b>EFFECTIVE DATE:</b>	<u>7/1/2020</u>

### REASON FOR CHANGE

<input type="checkbox"/> New Hire	<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Voluntary Resignation
<input type="checkbox"/> Promotion	<input type="checkbox"/> Step Increase	<input type="checkbox"/> Involuntary Termination
<input type="checkbox"/> Transfer	<input type="checkbox"/> Probation Completed	<input type="checkbox"/> Retirement
<input type="checkbox"/> Demotion	<input type="checkbox"/> Union Contract	<input checked="" type="checkbox"/> Other: COLA

### POSITION INFORMATION

	<b>CURRENT POSITION:</b>	<b>NEW POSITION:</b>
DEPARTMENT:	<u>Town Clerk</u>	<u>Town Clerk</u>
JOB TITLE:	<u>Town Clerk</u>	<u>Town Clerk</u>
POSITION CLASSIFICATION:	<u></u>	<u></u>
SHIFT/HOURS:	<u></u>	<u></u>
OTHER:	<u></u>	<u></u>

### RATE

	<b>CURRENT SALARY RATE:</b>	<b>NEW SALARY RATE:</b>
Base Hourly Rate	<u>\$26.52</u>	<u>\$29.64</u>
Longevity:	<u>\$0.00</u>	<u>\$0.00</u>
Certification/Education:	<u>\$0.00</u>	<u>\$0.00</u>
Adjusted Hourly Rate:	<u>\$26.52</u>	<u>\$29.64</u>
Base (Weekly)	<u>\$1,060.80</u>	<u>\$1,185.60</u>
Stipend (Weekly)	<u>\$96.15</u>	<u>\$0.00</u>
<b>ANNUAL SALARY:</b>	<u>\$60,161.40</u>	<u>\$61,651.20</u>

### COMMENTS

**Comments:** Sherry will be granted a 2.5% increase effective 7/1/2020

This is a correction to the prior form, Sherry's annual compensation has been paid correctly

but the "stipend" of \$96.15 weekly should not be included as a stipend, but rather as regular

pay in her hourly rate.

### APPROVALS

EMPLOYEE:	<u>Sherry Farrell</u>	DATE:	<u>7/31/2020</u>
DEPARTMENT HEAD:	<u>[Signature]</u>	DATE:	<u>7/30/2020</u>
FINANCE DIRECTOR	<u>[Signature]</u>	DATE:	<u>7/30/2020</u>
ASST. TOWN MANAGER:	<u>[Signature]</u>	DATE:	<u>7/30/2020</u>

## Tara Koza

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**From:** Justin Campo  
**Sent:** Thursday, July 30, 2020 12:19 PM  
**To:** Amanda Longo  
**Cc:** Tara Koza; Lisa Drabik; Sherry Farrell  
**Subject:** Sherry Pay Rate

Good Afternoon,

It has been brought up that Sherry's current payrate is not accurately reflected in our system. She is currently being paid at the hourly rate of \$27.18 as well as a \$96.15 stipend on a weekly basis. This stipend is no longer the accurate way to reflect her pay as it has been decided to include this payment in her hourly rate. Please revise her payroll status change form to include this stipend, and please remove the stipend hours code from her paycheck going forward. With the 2.5% COLA increase on the stipend pay, her payrate will increase by \$2.46, bringing her hourly rate to \$29.64, which comes to approximately \$61,651.20 annually.

There will need to be an additional retro pay of \$8.64 for the 2.5% increase on the stipend pay.

(  $\$96.15/40=\$2.40$ ,  $\$2.46-\$2.40=\$0.06$ ,  $18*8=144$ ,  $144*\$0.06=\$8.64$  )

Stipend pay \$96.15  
Divided by 40 hours a week  
Equals \$2.40 an hour

FY 21 increase \$2.46  
Subtract Stipend Hourly rate \$2.40  
Difference equals \$0.06

18 days paid in July without increase  
Multiplied by 8 hours a day  
Equals 144 hours for Retro Pay

144 hours  
Times \$0.06 difference  
Equals retro pay of \$8.64

I know I have thrown a lot of numbers at all of you at once for the explanation, so if anyone has any questions regarding this, or feels I may have made an error, please feel free to reach out and we can address them.

Thank you,

**Justin W. Campo**  
Finance Director  
Town of Londonderry, NH  
603-432-1100, ext. 138

**Previous Pay Set Up:**

6/30/20 Hourly Rate:	\$26.52
7/1/20 Increase Percent:	2.5%
7/1/20 Increase Amount:	\$0.66
7/1/20 Hourly Rate:	\$27.18
7/1/20 Annual Rate:	\$56,540.64
Deputy Tax Collector Annual Stipend:	<u>\$5,000.00</u>
	\$61,540.64

**New Pay Set Up:**

6/30/20 Hourly Rate:	\$26.52
	<u>\$2.40</u>
	\$28.92
7/1/20 Increase Percent:	2.5%
7/1/20 Increase Amount:	<u>\$0.72</u>
7/1/20 Hourly Rate:	\$29.64
7/1/20 Annual Rate:	\$61,651.20





## TOWN OF LONDONDERRY PAYROLL STATUS CHANGE FORM

**NAME:** Sherry Farrell **EMPLOYEE #:** 419  
**DEPARTMENT:** Town Clerk **UNION:** \_\_\_\_\_  
**DATE OF HIRE:** \_\_\_\_\_ **EFFECTIVE DATE:** 3/17/2019

### REASON FOR CHANGE

☐ New Hire      ☐ Merit Increase      ☐ Termination  
☐ Promotion      ☐ Step Increase      ☐ Retirement  
☐ Transfer      ☐ Probation Complete      ☐ Reclassification  
☐ Demotion      ☐ Union Contract      ☒ Other: See comments

### POSITION INFORMATION

	CURRENT POSITION:	NEW POSITION:
DEPARTMENT:	Town Clerk	
JOB TITLE:	Town Clerk	
POSITION CLASSIFICATION:		
SHIFT/HOURS:		
OTHER:		

### RATE

	CURRENT SALARY RATE:	NEW SALARY RATE:
Base Hourly Rate		\$26.52
Certification/Education Increase:		\$0.00
Adjusted Hourly Rate:		\$26.52
Base (Weekly)		\$1,060.80
<b>ANNUAL SALARY:</b>		<b>\$55,161.60</b>
OT Hourly Rate:		\$39.78

### COMMENTS

**Comments:** Sherry will move to a weekly pay set up beginning 3/17/19.  
Per her appointment as the Deputy Tax Collector, Sherry will also receive a \$5,000  
annual stipend. This stipend will be paid in equal weekly amounts.

### APPROVALS

EMPLOYEE:	<u>Sherry Farrell</u>	DATE: <u>2/6/2019</u>
DEPARTMENT HEAD:	<u>C4102FD593674FD...</u>	DATE: _____
FINANCE DIRECTOR:	<u>DocuSigned by: [Signature]</u>	DATE: <u>2/6/2019</u>
ASST. TOWN MANAGER:	<u>DocuSigned by: [Signature]</u>	DATE: <u>2/6/2019</u>



## TOWN OF LONDONDERRY PAYROLL STATUS CHANGE FORM

**NAME:** Sherry Farrell **EMPLOYEE #:** 419  
**DEPARTMENT:** Town Clerk **UNION:** \_\_\_\_\_  
**DATE OF HIRE:** \_\_\_\_\_ **EFFECTIVE DATE:** 3/13/2019

### REASON FOR CHANGE

<input type="checkbox"/> New Hire	<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Termination
<input type="checkbox"/> Promotion	<input type="checkbox"/> Step Increase	<input type="checkbox"/> Retirement
<input type="checkbox"/> Transfer	<input type="checkbox"/> Probation Complete	<input type="checkbox"/> Reclassification
<input type="checkbox"/> Demotion	<input type="checkbox"/> Union Contract	<input checked="" type="checkbox"/> Other: <u>See comments</u>

### POSITION INFORMATION

	CURRENT POSITION:	NEW POSITION:
DEPARTMENT:	<u>Town Clerk</u>	
JOB TITLE:	<u>Town Clerk</u>	
POSITION CLASSIFICATION:		
SHIFT/HOURS:		
OTHER:		

### RATE

	CURRENT SALARY RATE:	NEW SALARY RATE:
Base Hourly Rate	_____	<u>\$26.52</u>
Certification/Education Increase:	_____	<u>\$0.00</u>
Adjusted Hourly Rate:	_____	<u>\$26.52</u>
Base (Weekly)	_____	<u>\$1,060.80</u>
<b>ANNUAL SALARY:</b>	_____	<b><u>\$55,161.60</u></b>
OT Hourly Rate:	_____	

### COMMENTS

**Comments:** Sherry will move to a weekly pay set up beginning 3/13/19.  
Per her appointment as the Deputy Tax Collector, Sherry will also receive a \$5,000  
annual stipend. This stipend will be paid in equal weekly amounts.

### APPROVALS

EMPLOYEE:	<u>Sherry Farrell</u>	DATE:	<u>3/11/2019</u>
DEPARTMENT HEAD:	<u>[Signature]</u>	DATE:	<u>3/8/2019</u>
FINANCE DIRECTOR	<u>[Signature]</u>	DATE:	<u>3/8/2019</u>
ASST. TOWN MANAGER:	<u>[Signature]</u>	DATE:	<u>3/8/2019</u>

DocuSigned by: Sherry Farrell  
 DocuSigned by: [Signature]  
 DocuSigned by: [Signature]  
 DocuSigned by: [Signature]





**TOWN OF LONDONDERRY  
PAYROLL STATUS CHANGE FORM**

NAME: Sherry Farrell  
ADDRESS: \_\_\_\_\_  
DEPARTMENT: Town Clerk  
DATE OF HIRE: \_\_\_\_\_

EMPLOYEE #: 419  
SOCIAL SECURITY #: \_\_\_\_\_  
TELEPHONE #: \_\_\_\_\_  
UNION: \_\_\_\_\_  
EFFECTIVE DATE: 3/5/2018

**REASON FOR CHANGE**

<input type="checkbox"/> New Hire	<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Termination
<input type="checkbox"/> Promotion	<input type="checkbox"/> Step Increase	<input type="checkbox"/> Retirement
<input type="checkbox"/> Transfer	<input type="checkbox"/> Probation Completed	<input type="checkbox"/> Reclassification
<input type="checkbox"/> Demotion	<input type="checkbox"/> Union Contract	<input checked="" type="checkbox"/> Other _____

CHANGE	FROM	TO
DEPARTMENT:	Town Clerk	
JOB TITLE:	Town Clerk/Deputy Tax Collector	
POSITION CLASSIFICATION:		
SHIFT/HOURS:		
OTHER:		

**SALARY**

	CURRENT:		NEW:
Hourly Rate:	_____	Hourly Rate:	_____
Certification Increase:	_____	Certification Increase:	_____
Longevity Increase:	_____	Longevity Increase:	_____
Adjusted Hourly Rate:	_____	Adjusted Hourly Rate:	_____
Weekly Rate:	_____	Weekly Rate:	_____
ANNUAL SALARY:	_____	PAY RATE - ADJUSTED TOTAL	_____

**COMMENTS**

Comments: Per her appointment as Deputy Tax Collector, Sherry is due a \$5,000 stipend annually. She has requested that this be paid in two installments to coincide with her annual salary payments.

**APPROVALS**

EMPLOYEE: Sherry Farrell  
DEPARTMENT HEAD: \_\_\_\_\_  
FINANCE DIRECTOR: Douglas A. Smith  
TOWN MANAGER: John M. Drake

DATE: 4.3.18  
DATE: \_\_\_\_\_  
DATE: 3/26/18  
DATE: 3/26/18