

# Town of Windham

OFFICE OF THE TOWN MANAGER  
8 SCHOOL ROAD  
WINDHAM, ME 04062

Phyllis Moss, Human Resources Director

voice 207.892.1907

fax 207.892.1910

## MEMORANDUM

To: Town Council  
Cc: Barry Tibbetts  
From: Phyllis Moss *P. Moss*  
Date: January 19, 2023  
Re: Town Manager's Employment Contract

The following information was used in determining the recommended manager's salary and benefits.

1. A total compensation and benefits comparison of twelve (12) communities of similar/varying size and complexity. The average salary for Town/City Managers with length of service between five (5) and forty (40) years was between \$133,000 and \$170,000. Health/Dental benefits, retirement, and vacation were relatively similar in all communities.
2. The extremely favorable performance evaluation conducted by the Town Council on Tuesday, January 17, 2023.

The evaluation combined with Mr. Tibbett's extensive municipal experience (30 years) and his numerous accomplishments since his appointment placed his salary at \$160,714.80.

Attached is a summary list of accomplishments since his employment in March of 2020 as the full-time Town Manager and an amended contract with the appropriate changes.

I respectfully request that the Council vote to approve this contract agreement amendment.