

May 22, 2007

Laura Francis  
Town Clerk  
Town of Durham

Minutes of the May 22, 2007 Durham Compensation Review/Personnel Policy  
Commission

Meeting was called to order at 7:17 p.m., May 22, 2007, in the Durham 3<sup>rd</sup> floor town hall. In attendance were Martin Anderson, Dick Spooner and John Stengel. Absent were Betsy Gara and Bill Lonergan.

First order of business was the election of the Commission chair. Dick Spooner moved and John Stengel seconded the nomination of Martin Anderson as chair. Motion carried.

Second order of business was the election of the Commission vice chair. Martin Anderson moved and Dick Spooner seconded the nomination of John Stengel as vice chair. Motion carried. Nomination of Commission secretary was tabled.

Third order of business was deliberation on the pay recommendations in the Classification & Compensation study completed by Randi Frank Consulting LLC. After discussion, tentative agreements were reached on revisions to the recommendations in the study. These were:

1. That there was general agreement with the results, recommendations and approach taken in the study;
2. That the pay scales for managers and elected officials be published as minimum and maximum values for each pay grade, thereby eliminating the intermediate steps in order to allow more administrative flexibility for increases within pay grades;
3. That there be no retroactive pay increases;
4. That the new recommended salaries be implemented in full starting July 1 of 2007;
5. That the recommendations be rewritten to reflect the change from a step based pay grade system to an open system with minimum and maximum values;
6. That these changes and recommendations be committed to writing and brought to a vote at the next Commission meeting June 7<sup>th</sup>, 2007 at 7:00 p.m.

A telephone message was received from Betsy Gara during the meeting that she would email her recommendations to the committee.

Fifth order of business was setting future Commission meeting dates in the next fiscal year as the second Tuesday of the month at 7:00 p.m. It was agreed that the Commission meetings would be confirmed by the Chair with the members prior to the scheduled meeting dates.

A motion to adjourn was made by Dick Spooner and seconded by John Stengel. Motion carried whereupon the meeting was adjourned.

Respectfully submitted,

s/ Martin W. Anderson, Ph.D.  
Commission Chair