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Minutes

Compensation Review and Personnel Policy Board
January 7, 2015, Town Hall, Third Floor Meeting Room

Present: Lisa Stafford, Chair; Roger Kleeman; Karen Otte; Fred Raley;

The meeting was called to order at 7:07 PM by Lisa Stafford, Chair. The agenda was approved by all, with one correction Item 2 should read "Review and approval of minutes of December meeting."

Fred Raley moved to accept the minutes of the December meeting and Roger Kleeman seconded. The minutes were approved unanimously.

Chair Lisa Stafford reported that the Board of Finance and Board of Selectmen seem to be looking for a framework or structure for salary increases. The First Selectman's office provided the most recent CCM data for non-union positions. Lisa cautioned that we need to be careful to use the data from the same year when developing salary scales. Members pointed out that the CCM data overlooks years of experience in a position. Fred Raley reported on the formula commonly used in industry to develop a salary range for each position, that would offer some flexibility. The committee agreed to take the average salary from the CCM data, adjust +/- by 20% to create a range, and create a document showing the range, with where Durham's salary lies highlighted for each position. Lisa Stafford will create a spreadsheet for our review at the February meeting.

The committee requested that the secretary send out an email reminder of meetings a day before the scheduled meeting.

Roger moved for adjournment at 7:58, Fred seconded. All approved.

Respectfully submitted,
Karen Otte, Secretary