

**Compensation and Personnel Policy Committee**

**Attending; Roger Kleeman, Lisa Stafford, Fred Raley, Dick Spooner**

**Absent: Karen Otte**

Meeting notes

For February 3rd, 2015 meeting

Meeting opened by Chair at 7:12pm. Chair Lisa Stafford reviewed agenda for meeting tonight.

Committee reviewed minutes from last month. Minutes accepted with correction (Error in naming the January minutes as "May".) Motion made from Roger, and seconded by Fred. All in favor, motion passed, minutes from January accepted, with correction as noted.

Chair shared the prepared draft of the excel annual compensation data, with the included 2014 CCM data on Durham employees. Committee members reviewed information, suggesting one small change. Change was noted by chair to include in final document to BOF and BOS. Committee verbally reviewed compensation memo points, and all agreed to use summary points from 2014 compensation memo, with updates as advised. **COPIES OF FINAL APPROVED COMPENSATION DOCUMENTS ATTACHED WHICH WERE SENT TO THE BOARD OF FINANCE and BOARD OF SELECTMEN.**

Committee discussed request by BOF for further guidelines in determining raises. Chair will request time on BOF agenda to talk through request with BOF chair and members, to make sure we understand the specific request expectations for the Compensation and Personnel Policy Committee.

Roger made a motion to close the meeting, seconded by Fred, all approved. Chair ended meeting at 8:05pm.

Submitted by chair Lisa Stafford