

## Minutes

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

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

The meeting was called to order at 7:15 PM by Lisa Stafford, Chair. The agenda was approved. Roger Kleeman moved to accept the February minutes, Fred Raley seconded; minutes were approved by all with one abstention. (Karen Otte was absent from the February meeting.)

Chair, Lisa Stafford reported that our current task is to respond to the Board of Finance and Board of Selectmen's request to develop a policy for compensation of elected officials.

Board members reviewed the spreadsheet developed in January and February 2015 as part of our annual compensation review. Current Durham non-union employee base salaries were compared with similar positions in five reference towns of similar size to Durham; data were from the CCM Municipal Salary Survey. It was noted that where positions were comparable, Durham employees were compensated above the average for the reference towns.

Dick Spooner recommended the following policy: No elected Town official or non-Union employee should be compensated in excess of 110% of the average salary of the reference towns, for comparable positions. Fred Raley moved to direct the Chair to draft a memo to the Board of Finance with this recommendation, Karen Otte seconded. The motion was unanimously approved.

There was general discussion of the Town Budget presentation to the Board of Finance on April 6, 2015.

Karen Otte moved to adjourn at 8:05 PM, Roger Kleeman seconded. All approved.