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Minutes of Special Meeting
Compensation Review and Personnel Policy Board
November 2, 2015, Town Hall, Third Floor Meeting Room

Present: Lisa Stafford, Chair; Roger Kleeman; Karen Otte; Dick Spooner
Public: Peg Helterline

The meeting was called to order at 7:03PM by Lisa Stafford, Chair. She noted we were meeting after a planned, scheduled hiatus.

The agenda was approved, after correcting it to read "approval of minutes of April 2015 meeting." Dick Spooner moved to accept the April minutes, Roger Kleeman seconded; minutes were approved unanimously. Peggy Helterline, Asst. Assessor, introduced herself.

Chair, Lisa Stafford reported that it is time to begin our annual review of compensation packages for non-union employees, to be ready to present to the February 2016 Board of Finance meeting. She recommends using the same approach we have used in the past, comparing salaries of comparable positions in selected towns of comparable size and demographics. Lisa will get updated salary information from CCM to use for comparisons. Ms. Helterline commented that the Recreation Director in Durham is a union position.

Roger Kleeman asked if benefits were included in our recommendation re: compensation of elected officials, because at a recent Board of Selectmen (BoS) meeting, Selectman John Szewczyk commented that CRPP Board "ought to" review the benefits packages of elected officials. Chair responded that if we are charged to, we would review benefits. Chair reported that we looked at the **funding** of pensions in the past to protect our employees; funding of pensions was satisfactory at that time. She noted that looking at pension comparability usually requires actuarial expertise. Lisa Stafford reported that we have received no feedback on recent memos to the Board of Selectmen and Board of Finance (BoF). It was suggested that after the elections, we congratulate newly elected members and invite them to attend our meetings, copying First Selectman and the BoS.

The CRPP Board directed our chair to start working on the spreadsheet we use for our salary survey and obtain current information from CCM. Karen Otte was directed to check our on-line postings to see if the 2015 salary memo and spreadsheet were attached to our minutes.

Roger Kleeman moved to adjourn at 7:40 PM, Dick Spooner seconded. All approved.

