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Minutes of Meeting

Compensation Review and Personnel Policy Board

January 5, 2016 , Town Hall, Second Floor Meeting Room

Present: Lisa Stafford, Chair; Roger Kleeman; Karen Otte; Fred Raley; Dick Spooner  
Public: Chuck Stengel, Beth Moncata, Alicia Fonash-Willett, Carl Stoup

The meeting was called to order at 7:05 PM by Lisa Stafford, Chair. She reported that she has met recently with the First Selectman and informed her we would be working on our annual spreadsheet and salary recommendations. Last year there were no raises for elected officials, union or non-union employees. The union contract was not ratified; the last union contract was ratified in 2014. The First Selectwoman informed Lisa that the Director of Public Works has resigned.

The agenda was approved. Dick Spooner moved, Roger Kleeman seconded and all approved the minutes of the November meeting.

Chair, Lisa Stafford reported that , with the help of Alicia Fonash-Willett, all our documents and worksheets posted to the CRPP section of the Town website. Lisa has updated our worksheet; there was discussion of the criteria used to choose our reference towns for salary comparisons. We choose Middlesex County towns of similar population and town budget; Portland is specifically excluded because of their larger industrial base.

There was discussion of how to present our recommendations to the Board of Finance (BoF) , and concern that our recommendations have not been accepted by the BoF in the past. Dick Spooner commented that Durham is not behind any comparison town and that Durham salaries are more in line with comparison towns than they were 4-5 years ago. Fred Raley noted that we do look at job responsibilities when we do our salary analysis, as an "apples to apples" comparison is not possible. The BoF put contingency money in the budget for retroactive raises for Union employees only. Lisa Stafford explained that our process is to send a memo with our recommendations to the BoF, and then for Lisa as chair of the CRPP Board to attend the BoF meeting. Some Durham positions, like Town Sanitarian, are unique.

Roger Kleeman recommended differentiating elected officials from other employees and removing the Union positions from the spreadsheet. Three positions were removed from the spreadsheet: Assistant Assessor, Recreation Director and Social Services Coordinator, leaving only six non-Union Town Hall employees.

Lisa Stafford will revise our spreadsheets and memo and bring them to the February meeting for approval. It was agreed, unanimously, that we will continue to recommend a performance coaching method.

Fred Raley moved, Dick Spooner seconded adoption of the 2016 meeting schedule prepared by the secretary. The schedule was unanimously approved and will be posted on CRPP section of the Town website.

Roger Kleeman distributed information the definition of "Executive Session" according to the Freedom of Information Act. Karen Otte noted that our Board does not have a formal policy on public comments. We drafted the following resolution: "The CRPP Board will have a period of public comment at the beginning and the end of meetings, with the length of comments to be at the discretion of the Chair. Comments at the beginning of the meeting are to be limited to items on the agenda." Dick Spooner moved to accept, Fred Raley seconded; vote was unanimously in favor of the resolution.

Roger Kleeman moved to adjourn at 8:15; Fred Raley seconded. Unanimously approved.

Respectfully submitted,  
Karen Otte