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Office of the Town Clerk

Minutes of Special Meeting
Compensation Review and Personnel Policy Board
July 11, 2016
Durham Town Hall, 2nd floor conference room

Present: Lisa Stafford, Chair, Roger Kleeman, Karen Otte, Dick Spooner
Guests: Martin Anderson, clerk of Board of Finance and Mary Jane Malavasi, Durham Finance Director

The meeting was called to order at 6:04 PM by chair Lisa Stafford. Ms. Stafford explained that she had convened the meeting at the request of the Board of Finance, which wanted CRPP input earlier in the budget making process.

Agenda was corrected and revised by unanimous approval to read: approval of APRIL minutes. It was decided unanimously to defer approval of those minutes until our next regular meeting in September.

Martin Anderson presented a request from the Board of Finance, asking for CRPP help in reviewing salary structure and salary scales, as well as policies regarding future changes to salary scales. Currently there is a perceived difficulty in setting starting salaries for new employees. They would also like a policy regarding salaries for elected officials as well. There are a few "stipendiary" positions in Town (selectmen, Fire Marshall) and there needs to be a clear policy regarding increases for them.

Mary Jane Malavasi distributed the Classification and Compensation Study done by Randy Frank in 2007 and a chart of projected salaries had the old salary steps continued.

Lisa Stafford volunteered to do some research in the next few weeks and to call another special meeting as a working session for CRPP to address these issues.

The meeting was adjourned at 7:14.

Respectfully submitted,
Karen Otte