

RECV'D: Office of Town Clerk September 7, 2016 10:00am

Minutes of Compensation Review and Personnel Policy Board  
Sept. 6, 2016  
Durham Town Hall, 2nd Floor Conference Room

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

There were no members of the public present.

The meeting was called to order by the chair at 7:06 PM.

The minutes of the Special Meeting of July 26 were reviewed. Roger Kleeman moved moved, Dick Spooner seconded that they be accepted as written; all in favor.

Lisa Stafford presented a model table of salary step increases.

The Board discussed how our annual salary recommendations, based on a review of data from comparable towns, might be incorporated into a step system of raises; other models of salary increases, including models based on the CPI and performance based models. There was discussion of whether a new step scale should begin from the entry level salary in each grade, or be based on the actual compensation currently paid for each position.

The Board has already agreed to look at compensation for elected officials to ensure they are compensated at fair market rates; there was discussion of whether they would be eligible for the same step raises as other employees. Fred Raley remembered that the Town Charter has language related to compensation for elected officials; Roger Kleeman will research this and report back.

The Board requested the chair to draft a memo to the Board of Finance asking for clarification on several issues and affirmed their commitment to work on this issue, including calling a special meeting, if needed.

Fred Raley moved to adjourn at 8:26; Dick Spooner seconded. All approved.

Respectfully submitted,  
Karen Otte, Clerk