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Minutes of Compensation Review and Personnel Policy Board

Oct. 4, 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 7:04 PM.

The minutes of the Sept. 6 meeting were reviewed; Fred Raley moved, Dick Spooner seconded and all approved accepting minutes without corrections.

There was no public comment, as no members of the public were present.

As Roger Kleeman attended the Board of Finance meeting in her place, chair requested a report from him. Mary Jane Malavasi was to respond in writing to the CRPP Board, but her memo had not been received as of our meeting. Roger reported that 1) the intended frequency of step increases was to be annual, on the employee's anniversary 2) no commitment was made re: a performance "coaching" component to raises 3) there was discussion re: raises for elected officials, but no decision (This had been raised in CRPP Special Meeting with Martin Anderson and Mary Jane Malavasi.)

Board members reviewed the copy of the Union contract shared with us by First Selectman Francis. The contract reflects a 3 step system of raises with 5% between steps. After 3 years the only raise would be the COLA, which was 1.73% retroactive to 7/1/15 and which will be 2% for the next two years of the contract.

There was discussion of the comparison towns we use in our annual salary review. Currently the towns we use reflect similar size, demographics and grand list as Durham per CCM data. Fred Raley volunteered to research comparable towns for the positions of Building Official, Sanitarian and Assessor and report to next meeting.

We held a working session using current employee salaries and developed a sample system reflecting entry level and three steps. Dick Spooner suggested sending the sample to Board of Finance and asking if they would be agreeable to CRPP developing salary scales based on that model. Chair will communicate with Board of Finance chair and members. We will wait for their feedback before developing the entire salary scale.

Fred Raley moved to adjourn at 8:05; Dick Spooner seconded; all approved.

Respectfully submitted,
Karen Otte, clerk

