

RECV'D: Office of the Town Clerk Dec.7, 2016 12:01pm

12-06-16 Minutes of Compensation Review and Personnel Policy Board  
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 at 7:06 PM by chair, Lisa Stafford. She reported there was no quorum for the November meeting, so the minutes for both October and November would need to be reviewed and approved.

Roger Kleeman moved, Fred Raley seconded to amend the agenda to reflect review and approval of October minutes. All in favor.

Fred Raley moved, Roger Kleeman seconded, to approve minutes of October 4, 2016 meeting. All in favor.

Dick Spooner moved, Roger Kleeman seconded, to approve the minutes of the Nov. 1, 2016 meeting. Minutes were approved with two abstentions, Fred Raley and Karen Otte who were absent Nov. 1.

Lisa Stafford presented the draft of the revised salary scale with step increases. We held a working session on the methodology of developing the scale, including methods to develop base salary and steps, when there are no comparable positions in CCM data on towns of comparable population, grand list, and budget. The Board requested that the chair finalize the proposed salary scale so we can vote on it at the January 2017 meeting.

Roger Kleeman attended the Joint Boards and Commissions meeting. He reported there had been discussion on the difficulty of filling some positions in Town because of competition from other towns with similar positions vacant. We discussed possible reasons for the difficulty. Roger also reported that the Boards and Commissions were reminded to submit their line item budgets for next year.

We discussed the meeting schedule for 2017. Fred Raley moved, Dick Spooner seconded that we meet one week later than our traditional date when the meeting date follows on a holiday or on the day after a three-day weekend. All in favor. See attached meeting schedule.

Karen Otte moved, Dick Spooner seconded that we adjourn. Lisa Stafford adjourned the meeting at 8:14 PM.

Respectfully submitted, Karen Otte, clerk