

Town of Durham Compensation Review/Personnel Policy Board

Minutes February 18thth 2010

Present: Martin Anderson, Roger Kleeman , Lisa Stafford, Fred Raley and First Selectman Laura Francis

Absent: Claudio O'Connell

1. **Opening/ Motion to approve prior meeting notes** . Martin opened meeting at 7:00pm. Martin made a motion to approve the minutes from last meeting. Roger seconded and all agreed with motion . Motion to accept prior committee meeting minutes approved.

2 **Review of initiatives by Selectman for furlough and step increase proposal.** Selectman Laura Francis met with group to talk through a proposal to present to all non union employees regarding a request for them to voluntarily take a furlough day for next year. Discussion proceeded on who would be included in the request, and how it would be communicated. Laura also indicated that she is aware that the economy is making it difficult to meet the current budget. She is pursuing any other alternatives at this point rather than layoffs. Group reviewed the proposed letter, and proposed total amounts of furlough and step increase adjustments. Group offered various recommendations in moving forward with her proposal. Also, Lisa and Fred recommended Laura might wish to attach a specific statement for each employee listing out the cost for all benefits – compared from this year to last year.

3. Reviewed briefly the **status of our personnel policy manual** with Laura, and when she can expect to see a final draft. Noted that we will be providing her with a draft and cover note to indicate issues and topics of discussion. Tentatively due to be finished for her review, during May 2010.

4. Martin will make arrangements with Beth to obtain a room for the group on the 24th of March (since we will not be meeting on the 18th)

4. Motion to **adjourn meeting** at 8:30pm made by Martin. Seconded by Lisa and approved by all group members.