

Draft Minutes: Special Meeting Second Floor Conference Room Town Hall

Compensation Review/Personnel Policy Board

June 25, 2009

In attendance: Martin W. Anderson, Lisa Stafford, Fred Raley; Roger Kleeman, Claudia O'Connell

Absent: none

Meeting was called to order by Martin Anderson at 7:15 pm

Minutes of 5/19/2009 were reviewed. Fred moved they be approved, seconded by Lisa. All were in favor.

Roger asked that the joint meeting of the Durham departments, boards, and commissions be reviewed for the group. Martin explained that First Selectman Francis had all the representatives discuss cost saving measures that had been taken and that were planned in order to address current and fiscal budget shorfalls.

The Board took up the current project which entails benchmarking personnel policy manuals and integrating them with current Durham personnel policy for a new manual for town employees. Lisa presented a consolidated working draft that was efforded through the assistance of Administrative Assistant Beth Moncata (with great appreciation).

Claudia questioned if a bereavement policy that had been part of one benchmarked policy manual had made it into the consolidated draft. Members reviewed and believed that article 14 on "special and funeral leave" seemed to be aimed at bereavement time.

After much discussion on approaches to take to arrive at a draft that could be presented for review by the First Selectman, it was resolved that the types of reviews that would be made would be distributed to members of the Board. Claudia will review for grammar, syntax, and flow of the sections. Lisa and Fred will take the current policy and cross check with the working draft with Fred. Martin will check for conflicts between the working draft and the current contract for Durham represented employees. The Board resolved to cancel regular meetings for the summer for the months of July and August and to bring completed work that was agreed upon to the regular September, 2009 meeting.

Claudia moved and Lisa seconded to adjourn the meeting. All were in favor. Meeting was adjourned at 8:20 pm.

Martin W. Anderson, Ph.D., Chair