

RECV'D: Office of the Town Clerk  
October 8, 2009 at 9:06am

Draft Minutes of the Town of Durham Compensation Review/Personnel Policy Board  
Regular Meeting Thursday, September 17th, 2009, 7:00 p.m., in the Town Hall 2nd floor  
conference room.

Present: Roger Kleeman, Fred Raley, Lisa Stafford, Martin Anderson  
Absent: Claudia O'Connell

- Meeting was called to order at 7:04 p.m. by Chair Martin Anderson
- Minutes of the June 25th meeting were reviewed and approved by all present
- Martin notified the Board that his board membership would come up for nomination at the October 5<sup>th</sup> town meeting and that he wished to continue work on the Board
- Working session on draft of employee handbook/personnel policies was conducted
- Lisa explained the help that was rendered by Beth Moncata in assembling the draft from different sources and the editing that had been conducted on the draft since the last meeting
- Work products decided upon by the group prior to the next meeting included:
  - Conducting a cross-walk between the town employees union contract and sections that were applied to the draft
  - Determining whether policies contained in the Randi Frank management study of the public works department should be incorporated into the working draft
  - A commitment that all members will review the working draft through section 8 by the next meeting October 15<sup>th</sup>
  - Roger noted that there is still the open question if the ambulance corps members are considered town employees
- A motion to adjourn was approved by all present at 8:05 p.m.

Respectfully submitted,

Martin W. Anderson, Ph.D.  
Chair