

**TOWN OF TUFTONBORO
BOARD OF SELECTMEN
240 MIDDLE ROAD, P.O. BOX 98
CENTER TUFTONBORO, NH 03816
Telephone: (603) 569-4539 Fax: (603) 569-4328
www.tuftonboro.org**

**Selectmen's Work Session
Final Minutes
9:30am – Tuftonboro Town Offices**

Friday, May 19, 2023

Present: Chairman Pike, Selectman Albee, Selectman Murray, Cathy Pounder, and Administrative Secretary Cami Wakefield

APPOINTMENTS – 9:30am – Personnel Policy

- Page 24 section 6.j. last paragraph, change Library Trustees to Library Employees and send to legal for review or the library policy.
- Page 25 section 7. Special Leaves of Absence. Send it to legal for review.
- Page 25 section 7.c. first paragraph correct spelling of remuneration to renumeration.
- Page 27 section 8.c. first paragraph, change appraised to evaluated and strike the remainder of the sentence.
- Page 27 section 8.c. End of paragraph one add the following: Supervisors intending to submit step increase raises for an employee must include with that request an employee evaluation and supporting documents.
- Page 27 section 8.c. second paragraph, first sentence change appraisal to evaluation, same in paragraph three and four on page 28.
- Pages 29 – 32 section 9 and 10 – grievance and discipline – send to legal, ask where we add “selectmen” grievance.
- Page 34 section 11.g. first sentence, comma after of.
- Page 34 section 11.h. first sentence make drug- related 2 words.
- Employee Acknowledgement – add Supervisor Signed, Date, Supervisor Printed Name & Title
Add revision date at the top of the page

ADJOURNMENT

At approximately 10:55am, Selectman Albee made a motion to adjourn. Chairman Pike seconded, motion carried 3-0.

Respectfully submitted,
Cami Wakefield
Administrative Secretary