

**TOWN OF TUFTONBORO**  
**BOARD OF SELECTMEN**  
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**Selectmen's Meeting**  
**9:00 am – Town Offices**

**Friday, May 12, 2017**

**MINUTES**

At 9:00 am, Chairman Wood called the Selectmen's meeting to order. At 9:00 am, Selectman Marcussen moved to enter non-public session per RSA 91-A: 3 II (a) for the purpose of completing employee job performance reviews, seconded by Selectman Albee. Roll call vote: Wood – Yes; Marcussen – Yes; Albee – Yes.

At 10:00 am, Selectman Marcussen moved to end the non-public session and move back into public session, seconded by Selectman Albee with all in favor.

At 10:00 am, the Selectmen began their meeting with department heads. Several items were reviewed and discussed:

- Computer / server equipment
  - The Town Offices server went down yesterday and is temporarily back up but the fix is not permanent. A proposal for a new server was submitted to the Selectmen. Jack Widmer shared his input in regards to moving information over to a new server. Karen Koch was asked to ask Chief Shagoury to speak to Computer Port in regards to the Police Department server as well. At the conclusion of the meeting, Selectman Marcussen moved to approve the proposal for a new server for the Town Offices, seconded by Selectman Albee with all in favor.
  - Christie Sarles spoke of the Library computer inventory and will send an inventory list to Karen Koch. As the Library did not sign a contract with Computer Port, it was agreed that the Library will work with the Town Offices to order computers directly through Computer Port should the need arise.
  - Clay Gallagher and Chairman Wood will meet with the Lakes Region Planning Commission (LRPC) regarding broadband connectivity at the Transfer Station on May 23, 2017.
- Computer security – best practices
  - Employees were provided a summary of best computer security practices.
- Bi-weekly payroll and payables
  - There was discussion regarding the benefits and concerns of moving to bi-weekly payroll and accounts payable. In regards to bi-weekly payroll, department heads were asked to obtain feedback from their employees and report back to the Selectmen.
- Contract items for use between all departments
  - There was discussion regarding the possibility of ordering common items together for use by all departments (such as copy paper, toiletry items, etc.). It was agreed for department heads and the Town Offices to work together to see if there are benefits in doing so.
- Credit cards (move from People's?)
  - After some discussion regarding whether or not to change the Town's credit cards from People's Bank, it was agreed to apply for new cards with Meredith Village Savings Bank and obtain a third additional card for the Town Offices use. Jack Widmer offered to pick up the application.

- Competitive bidding on work / projects
  - There was discussion about combining efforts for competitive bidding on projects such as painting, surveillance lights, overhead doors, security cameras, annual maintenance, heating, electric, office supplies, etc. for all offices that need it rather than on an individual department basis.
  - There was also discussion about requiring a competitive bidding process for projects/items estimated to exceed a dollar threshold. The group agreed that a threshold amount of \$5,000 is usually adhered to unless there is a unique circumstance. Jack Widmer stated that this something that should be addressed and enforced by the Selectmen.
- Annual maintenance – janitorial, landscaping, pavement
  - Each department is currently using the same janitorial staff. A separate deep cleaning service is due to be completed this year for the Town Offices and Town House.
- Annual service – heating/plumbing, overhead doors, electrical
  - There was discussion particularly in regards to generators amongst departments, portable versus ones with transfer switches, etc. In response to the Selectmen, Chief Thompson will obtain quotes for installing generators at each of the Town's building locations.
- Facility repair schedule – painting, roofing, mechanical systems
  - Selectman Marcussen will be working with each department to create a master maintenance schedule.
- Compensation and insurance benefits
  - There was much discussion regarding compensation and insurance benefits. Some items of mention were employee concerns, looking at the entire compensation package as a whole, lack of understanding by the public, Aflac, deductibles, continuity, merit raises, COLA, etc. Chairman Wood shared that HBL Group reviewed options for dental insurance for Tuftonboro and has not been able to find a better alternative than the current plan. The Selectmen will continue to discuss compensation and will research insurance benefit information further. Selectman Albee suggested that a report be requested from NH Interlocal Trust to compare the amount paid out for claims versus what is being paid out for benefit coverage.
- Chairman Wood mentioned electricity savings options that are being worked on with LRPC and asked that department heads review the personnel manual for any needed changes.
- Chairman Wood referred to Selectman Albee regarding a request from the Budget Committee to tighten the budget schedule. Selectman Albee stated that department heads need to have their budgets in by October 1<sup>st</sup> and if they do not, then the Selectman will create a budget for them. He also shared that the Selectmen will have their budget done by December 1st. Many agreed with Chief Thompson that department heads will need compensation information decided sooner by the Selectmen in order to meet this deadline. Selectman Albee feels that the Selectmen's budget process can be streamlined to help with these types of department head concerns. Selectman Albee would like the warrant articles in by December 1<sup>st</sup> as well.

At about 11:30 am, the meeting adjourned.

Respectfully submitted, Karen Koch