

TOWN OF TUFTONBORO
BOARD OF SELECTMEN
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Selectmen's Work Session
9:00 am – Town Offices

Friday, September 22, 2017

IMPORTANT NOTICE: Official unedited videos of the Selectmen's meetings can now be found on the [Town of Tuftonboro's](https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmmw) new [YouTube](https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmmw) site at: <https://www.youtube.com/channel/UCCUmJqZvFTS23RMEFSDQzmmw>. This specific meeting can be found at: <https://www.youtube.com/playlist?list=PL2euaVLigTV8g0XmYLAjG89IzfuWB0xzJ>.

MINUTES

Present: Chairman Lloyd Wood, Selectman Bill Marcussen, Selectman Chip Albee and Administrative Secretary Karen Koch. Chairman Wood called the work session to order at 9:08 am and proceeded with the Pledge of Allegiance.

Chairman Wood read aloud the previously tabled motion made at the 9/11/17 meeting in regards to the award of merit increases: *Selectman Albee moved to direct department heads to give step increases for each employee, concurrent with their service anniversary date, seconded by Selectman Marcussen. After some discussion, this motion was tabled to allow for employee input.*

The Selectmen invited the department heads in attendance, Christie Sarles and Chief Thompson, to the table for discussion. Ms. Sarles expressed her concern for employees with anniversary dates late in the year having to wait much longer to receive an increase than co-workers with earlier anniversary dates. There was discussion regarding the difference between COLA and merit increase, merit increases being based on employee performance, retaining experienced employees, remaining competitive in the marketplace, accounting for an employee's growth, employee performance reviews, applying an anniversary date increase to new hires rather than existing staff, etc. The Selectmen confirmed for Chief Thompson that COLA would be effective as of January 1, 2018; retroactive after Town Meeting. The Selectmen agreed that they should meet with department heads in the next few months regarding their employees' performance. Transitioning to bi-weekly payroll and payables was also discussed as a time saving opportunity. After some discussion, Selectman Albee moved to table his original motion to make merit increases effective on an employee's anniversary date, seconded by Selectman Marcussen with all in favor. Further study will be done to see if there is cost savings with awarding merit increase on anniversary dates and to further understand the impact this change would have on employees.

In response to Selectman Albee, Ms. Sarles confirmed that no additional employees would be hired for an expanded library. The utility expenses would increase less than 10%. She will relay his inquiry to the Library Trustees.

For purposes of discussion, Chairman Wood moved to instruct Chief Shagoury to provide his department's performance reviews within two weeks, seconded by Selectman Albee. In discussion Chairman Wood explained that a reason for the delay has not been provided. It was just his observation. A final vote was made on the motion near the end of the meeting. Vote passed with all in favor.

Selectman Albee shared that he met with HealthTrust last week in regards to employee insurance coverage and will update the Selectmen with more information next week. He didn't note much clarity on savings from our current carrier. 2018 rate information will be available at the beginning of October. This led to discussion regarding the advantages and disadvantages of changing insurance carriers.

At 9:45 am Selectman Albee moved to adjourned, seconded by Selectman Marcussen with all in favor.
Respectfully submitted, Karen Koch, Administrative Secretary