

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

Friday May 8, 2020

Present: Chairman Lloyd Wood, Selectman Bill Marcussen and Selectman Chip Albee. Administrative Secretary Karen Koch attended via telephone.

CALL TO ORDER: Chairman Wood called the Selectmen's work session to order at 9:15 am and read aloud instructions as to how to access the Selectmen's meetings via telephone.

The Selectmen reviewed the personnel policy. Selectman Marcussen moved to adopt a tuition reimbursement benefit and incorporate it into the Town's personnel policy manual worded as follows: *The town recognizes the value of learning and growth to job performance and individual fulfillment. Accordingly, full-time employees are eligible for reimbursement for college level courses. The Town will pay eligible expenses, including tuition, fees and course materials, for approved courses. Payment is contingent upon completion of each approved course with a passing grade. An employee who fails to complete a course satisfactorily will be required to repay the Town all payments advanced for that course. The intent of this program is to encourage employees to further their education in the area of municipal management, law, finance, planning and zoning, or other career fields. To be eligible for reimbursement, requests must be reviewed and approved by the Board of Selectmen prior to beginning the course.* Seconded by Selectman Albee for discussion. Chairman Wood suggested tabling this motion for a week in order to collect any pertinent feedback. He also had some other comments regarding the rest of the personnel policy to consider. Chief Shagoury and Chief Thompson were in attendance and asked for their input. Neither had any suggested changes to the tuition reimbursement benefit. The Board agreed that this motion can be moved upon today and revisited/revised another time if necessary. Vote passed with all in favor. Chief Shagoury asked that the Selectmen consider making the "unpaid discretionary leave of absence" policy applicable for anyone who is regularly scheduled (not just full-time employees). Selectman Marcussen will draft language, for the Board's review, to incorporate this change.

Chief Thompson and Chief Shagoury updated the Board regarding the first responder Covid-19 stipend. The stipend is \$300/wk for full-time employees; \$150/wk for part-time employees and \$50/wk for firefighters effective 5/4/20 through the end of June. Both Chief Shagoury and Chief Thompson submitted the required employee information via the State's online portal. Chief Thompson calculated that the total stipends to be paid for both departments (Fire and Police) through the end of June total \$34,385.70. The town will be reimbursed through this program for stipends paid but not for employer taxes. Reimbursement for taxes paid is eligible through the Cares Act. NH retirement is not considered with these stipend payments. The Town can decide how to pay this benefit (weekly, bi-weekly or in a one lump sum). The Selectmen were in agreement with participating in this voluntary program and agreed that a weekly stipend payment would be the best way to handle disbursement. The discussion will be revisited Monday with Diane Falcey as the program will require additional administrative duties. As he is a firefighter that will benefit from this program, Chairman Wood will recuse himself from that discussion. The program requires that an employee be in "good standing" in order to receive this stipend. A first responder only receives the weekly stipend for weeks that they work or are available to work. The Selectmen agreed that the Chiefs' judgment should be used to determine eligible employees with a "good standing".

Selectman Marcussen moved to approve a public hearing notice for a public information meeting to be held on 6/1/2020 on the proposed Police Station project and the application for a USDA grant, seconded by Selectman Albee with all in favor. The Selectmen will consider an email from Max Ledoux requesting an investigation by the Police Department on Monday.

ADJOURNMENT

At approximately 10:05 am Selectman Marcussen moved to adjourn, seconded by Selectman Albee with all in favor. Respectfully submitted, Karen Koch, Administrative Secretary