

# SELECTMEN MEETING MINUTES

**January 6, 2016**

**PRESENT:** Board of Selectmen: Scott Littlefield, Dan Gay, Jarod Harriman;  
Treasurer/Selectmen Clerk Angela Cushman, Fire Commission members: Jim Roberts,  
Paul Reynolds, Amos Gay

**ABSENT:**

**OTHERS PRESENT:** Lyman Select Board: Nancy Harrison, John Tibbetts, Jeff Demers, John Houy, Fire Chief Rod Hooper, Lyman Treasurer Lisa Vargas, Fire Commission members: Wendall Smith, Don Hernon, Chris Boyden

**ADMINISTRATIVE:**

*Selectmen Scott Littlefield declared the meeting at 6:00 PM.  
Selectmen approved agenda.*

**NEW BUSINESS:**

1. GMFR Preliminary Budget. Rod Hooper, Fire Chief, provided documents outlining preliminary budget figures. The November Expense Summary Report was also distributed to those in attendance. Lisa Vargas stated that the Lyman Select Board had requested a preliminary budget from all the departments. In response the Fire Chief drafted a preliminary budget, the Fire Commission reviewed and forwarded to the Lyman Select Board. After review of the preliminary budget the Lyman Select Board requested this joint meeting. Rod Hooper walked thru the documents stating that a 3% was added to each line item. Since doing the initial preliminary budget Rod has looked at certain items in detail.

Personnel Budget:

Payroll - a 3% increase in for everyone.

Volunteer insurance - typically, have budgeted \$1,400 put never spent the full amount.

Unemployment - was budgeted at \$0; the rationale being that we have reached our cap limit for this reserve account. Lisa Vargas stated that the fire department employees will become part of the town's employment insurance and there will need to a budgeted amount of \$2,790 or a little higher to accommodate a potential increase in rate. A warrant article will need to be written to close the reserve account and release the money.

Discussion was held on allocating the money in the reserve account to pay the unemployment for the next fiscal year.

Property & Liability – a 15% increase.

Operations Budget:

Medical supply – as a result of the Affordable Health Care there will be changes to how supplies are handled. Instead, of being swapped out for

Professional fees – 3% increase; SMEMS assessment fee is required by statute.

Facility – facility maintenance and the HVAC lines are more difficult to budget for and the other items are consistent. Rod will be looking into changing the service agreement with TRANE to add servicing throughout the year in addition to the annual servicing. The facility line is 78% spent YTD. Of the YTD amount, \$5,000 was spent on a new generator. The sprinkler system required a valve to be replaced this year.

Utilities – Heating oil budget will be decreased to \$10,000, telephone services will be budgeted at \$1,100 and internet services will increase as free service will no longer be available thru Time Warner. The amount budgeted for internet services this year was for the static IP address of \$125/yr, internet service for the IPADs in the vehicles at \$80/month.

Fiber install will occur next month with GWI.

Radio Maintenance – will keep same as last year \$1,500.

Fuel – will be budgeted at \$10,000.

Fleet Maintenance and Fleet Service – was suggested these items be combined. Valves on the 2 freightliners need replacement. The oldest freightliner needs body work. Not sure how much work should be done on these trucks and when these trucks would be replaced.

Equipment Replacement & Acquisition – needs to be worked on.

Information Systems – most of these items are fixed costs

Training & Education – 3% increase

Employee Health & Wellness – should see a decrease due to the change to requirements for physicals.

Fire Commission – 3% increase

#### Capital Improvement Budget:

Forestry Grant – could potentially be used for dry hydrants that need be installed in each of the towns.

Defibrillator – the contract is \$12,000/yr; should fund at \$32,000/yr.

Ambulance Replacement - \$200,000; should replace every 12-14 years.

Ambulance financing – discussion was held regarding the possibility of financing an ambulance.

Anticipated EMS Revenue – discussion was held on possibly using the EMS revenue to purchase new vehicles. The Select Boards want to stick to the plan for getting away from using anticipated EMS for offsetting the budget.

The Select Boards would like to see budget numbers for the following options:

- 2% increase for FT personnel
- 2% increase for all personnel
- 0% increase on personnel

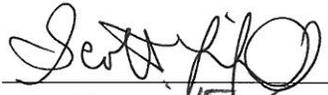
The overall goal would to have a 0% overall increase in budget for GMFR.

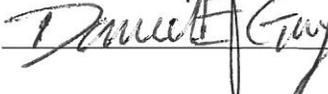
2. Schedule a Joint Meeting to follow up on the GMFR Personnel Policy. Some discussion was held on driver requirements. Currently, GMFR follows state requirements but Rod Hooper would like to increase the requirement to a CDL. The Lyman Select Board suggested that the two boards reconnect later this month to schedule another joint meeting.

**ADJOURNMENT:**

Dan Gay made a motion to adjourn the meeting at 7:38 PM; 2<sup>nd</sup> Jarod Harriman.  
Passed 3/0.

\*Minutes may not be verbatim they may have been paraphrased for clarity.

  
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Scott Littlefield, Chair

  
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Daniel Gay

  
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Jarod Harriman

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