MINUTES

SELECT BOARD WORK SESSION **November 4, 2024**
TOWN HALL - UPSTAIRS **5:00 PM**

ATTENDEES:

Select board members: Leon Rideout, Shane Beattie, Kathy-Jean Lavoie
Others in Attendance: Town Manager Jessica Cyr, Randy Flynn, Tim Bilodeau, Michael Nadeau, Robin Irving, Members of the Public

Jessica spoke about her desire to create a fee schedule. To increase transparency, a fee schedule with all fees housed in a central location would ensure that fees are kept up to date as they should be easy to find.

EMS rates – Jessica mentions fees for EMS services are dependent on what type of care is needed. Randy received fees from three area providers (Gorham, 45th Parallel, and Littleton). Kathy Jean spoke that these fees are charged to the insurance or to hospitals. They may increase write offs but she appreciates the work put into updating them. Randy mentioned that the Select Board does not need to vote on the rates. He will be messaging the new rates out to the other communities. Randy mentions we have not heard back from Lunenburg regarding their rates. Shane mentions that we have had to communicate with Gary in the past. Randy has not heard back from the other communities about the rates for services to them. Kathy Jean and Randy may need to meet with the other communities, specifically Jefferson, to help justify our rates.

Health insurance – Jessica mentions that if we choose to terminate our current coverage with our provider that cancellation must be made within 45 days of the plan's expiration – which is November 15. Jessica solicited three bids and said that if we switch companies, we have to stay with them for at least two years – we cannot switch back to our current provider in a year based on a membership agreement we signed with them. The first quote was our renewal, which was a 21% increase, and we are considering doubling the deductible. The second quote was out of consideration based on coverage for cost and coverage. A third quote does not have a similar renewal schedule (they run July through June) but it may provide a cost savings. This provider has provided us a quote from January through June '25 and will provide us a renewal rate for July '25-June 26' by the end of the week. Shane wants to see a dollar amount at the Select Board's budget meeting on November 12.

Associations- In the past associations have been folded into the budget or carved out as warrant articles. Jessica is looking for direction for how they should be handled in the '25 budget. Kathy Jean wants Chris Bolt to tell us if we can add associations as a standing item. Leon provided a historical view that the public's perception was that we were burying stuff in the budget. Randy asks if the association is not funded if it goes back to the Select Board.

Personnel Policy Discussion – Spoke through the current Earned Time Policy with proposed updates and the current personnel policy as it does not reflect the Earned Time Policy. Kathy Jean questions when earned time is requested in the case of unscheduled leave. Discussion followed regarding a 48 hour earned time for the EMS department. Jessica will follow up on the 48 hours

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for EMS. Kathy Jean asked about the holiday schedule and it will be updated to reflect Federal holidays.

Water usage fees – The town has existing water and service fees that need updating and implementation. Jessica and Tim surveyed fee schedules from four other water districts which provided them an idea of what should be charged as a service. Tim said fees are currently not billed until the next water bill – we want to work towards work orders that automatically update the work order to a bill. Shane asked about septage disposal fees and Tim said our rates were good as we charge $100 per 1000 gallons and other towns charge $80 per 1000 or 0.10 cents/gallon. January 1 effective date to allow for operational changes.

Highway Building Repair – Jessica advised that we have received a quote from Wilco to repair two beams. The quote is $5500. Leon would like the building to be repaired as soon as possible as the engineering report showed that the building in its current state may not handle snow load.

Respectfully submitted,

Jessica Cyr

Board of Selectmen Date: _____

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Leon Rideout

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Shane Beattie

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Kathy-Jean Lavoie

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