

Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By:	Budget Committee	Date, Time:	12/29/14 at 19:00
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Donnie Stevens called the meeting to order at 7:12 PM.

Present: Budget Committee Members Don Stevens, George Flanders, Timothy Sattler, Peter Fogg, Paul Blaisdell, Jane Alden; Commissioner Paul Auger, Chief Michael W. Sitar, Jr.

Election of Officers

George Flanders nominated Don Stevens as Chairman, Paul Auger seconded the motion. There being no discussion vote was taken. Motion passed.

Budget

Don explained that once they get started on the budget they review it line by line. The Commissioners budget is not completed so they will jump around and review only the items completed. They adjourn at 9:00 PM. Everybody has a chance to say what they want. Normally they look at the Commissioners budget but they give the Chief a chance to explain his numbers. Feel free to ask any questions at any time. Kathy, the administrative assistant, will be transcribing the minutes.

Chief Sitar commented that the actuals are through the prior week. He recommended they start at the top of page 3.

Discussion ensued about the Call Company.

Professional & Technical Services

Account 301 Auditing: Peter Fogg made a motion to fund this line at \$8,750. Jane Alden seconded the motion. Discussion: Peter asked if there was a contract for the auditing since it is up from last year. Chief Sitar explained that we go out to bid every year. He has the quote with him. There being no further discussion vote was taken. Motion passed.

Account 320 Legal Services: Tim Sattler made a motion to fund this line at \$10,000. Jane Alden seconded the motion. Discussion ensued about the amount budgeted and the expenditure history.

Jane Alden made a motion to amend this line to \$6,000. Peter Fogg seconded the motion. Discussion ensued about where the money would come from should they go over budget on legal fees. Chief Sitar commented he has added a warrant article for a contingency fund of \$17,000 and explained how this fund would work. He explained the money in the contingency fund would come from the unreserved fund balance. Paul Blaisdell asked for the verbiage of this warrant article and questioned how the Chief came up with the amount for the contingency fund. Chief Sitar commented he does not have the warrant articles with him but will provide them with a copy at their next meeting. He explained that you are allowed to vote to place no more than 1% of the prior year's budget into a contingency fund. There being no further discussion vote was taken. Motion passed to fund this line at \$6,000.

Account 335 School/Training Tuition/Fees: Peter Fogg made a motion to fund this line at \$10,000. Jane Alden seconded the motion. Discussion ensued about training. There being no further discussion vote was taken. Motion passed.

Account 340 Bank Chare/Interest: Jane Alden made a motion to fund this line at \$350. Peter Fogg seconded the motion. There being no discussion vote was taken. Motion passed.

Account 341 Telephone: Jane Alden made a motion to fund this line at \$5,265. Tim Sattler seconded the motion. Discussion ensued on why the actual for 2014 was so much higher than what was

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budgeted. There being no further discussion vote was taken. Motion failed. The Chief is to provide more information at the next meeting of the Budget Committee.

Account 342 Information Technology: Peter Fogg made a motion to fund this line at \$18,210. Jane Alden seconded the motion. Discussion ensued about the increase in this line. Chief Sitar explained it is due to FireHouse Software. The only items added over last year are FireHouse Cloud and Adobe Pro. Mainstay Technologies and what services they provide were discussed. There being no further discussion vote was taken. Motion passed.

Account 350 Medical Services: Peter Fogg made a motion to fund this line at \$7,125. Jane Alden seconded the motion. Discussion ensued about the increase in this line. Chief Sitar commented that all firefighters have an annual physical. All new hires get a physical whether they are full-time or call company. NFPA Standards were discussed. There being no further discussion vote was taken. Motion passed.

Account 385 Elections: Peter Fogg made a motion to fund this line at \$1,600. Tim Sattler seconded the motion. Discussion ensued about the number of meetings. There being no further discussion vote was taken. Motion passed.

Account 390 Other Professional Services: Peter Fogg made a motion to fund this line at \$1. Jane Alden seconded the motion. Discussion ensued about the use of this line. Chief Sitar explained that this line was used this year to pay for the COMSTAR billing and a paramedic intercept since it was cut from the Apparatus & Equipment Fund. There being no further discussion vote was taken. Motion passed.

There was discussion about changing the purpose of the Apparatus & Equipment Replacement Fund to include vehicle maintenance and repair. The cost of new apparatus was discussed.

Property Services

Account 410 Electricity: Peter Fogg made a motion to fund this line at \$8,129. Jane Alden seconded the motion. Discussion ensued about who the electricity is with. There being no further discussion vote was taken. Motion passed.

Account 411 Heating Fuel: Peter Fogg made a motion to fund this line at \$6,000. Jane Alden seconded the motion. Chief Sitar commented that we use propane at Park Street and natural gas at Center Street. There being no discussion vote was taken. Motion passed.

Account 412 Water: Jane Alden made a motion to fund this line at \$1,200. Tim Sattler seconded the motion. Discussion ensued about the actuals in 2012, 2013 and 2014.

Peter Fogg made a motion to amend this line to \$1,000. Jane Alden seconded the motion. There being no discussion on the amendment vote was taken. Motion passed to fund this line at \$1,000.

Account 413 Sewer: Peter Fogg made a motion to fund this line at \$750. Jane Alden seconded the motion. Discussion ensued on whether the sewer rates were increasing. There being no further discussion vote was taken. Motion passed.

Account 430 Repairs & Maintenance: Tim Sattler made a motion to fund this line at \$18,350. Jane Alden seconded the motion. Discussion ensued about the increase in this line. Chief Sitar explained that the only repairs were done to fix things that were broken. All other repairs were held due to the change in the Apparatus & Equipment Fund budget at the 2014 District Meeting. It was asked why the Chief's budget was more than the Commissioners. Chief Sitar explained the Commissioners felt they needed to cut it and were leaving it up to the Chief as to how he handled it. Discussion ensued about the waste cistern at Park Street. There being no further discussion vote was taken. Motion passed.

Account 480 Property & Liability Insurance: George Flanders made a motion to fund this line at \$17,400. Jane Alden seconded the motion. There being no discussion vote was taken. Motion passed.

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Purchased Services

Account 550 Printing: Jane Alden made a motion to fund this line at \$500. Peter Fogg seconded the motion. There being no discussion vote was taken. Motion passed.

Account 560 Dues & Subscriptions: Peter Fogg made a motion to fund this line at \$2,500. George Flanders seconded the motion. Discussion ensued about what this line covers. There being no further discussion vote was taken. Motion passed.

Account 590.2 Pressurized Hydrants: Paul Auger made a motion to fund this line at \$125,988. Jane Alden seconded the motion. Discussion ensued about the hydrant fees.

George Flanders made a motion to cut this line to \$50,000. Peter Fogg seconded the motion. There being no discussion on the amendment vote was taken. Motion passed to fund this line at \$50,000.

Supplies

Account 620 Office: Jane Alden made a motion to fund this line at \$2,500. Peter Fogg seconded the motion. There being no discussion vote was taken. Motion passed.

Account 625 Postage: Peter Fogg made a motion to fund this line at \$650. Jane Alden seconded the motion. There being no discussion vote was taken. Motion passed.

Account 630 Equipment Maintenance & Repair: Jane Alden made a motion to fund this line at \$12,625. Tim Sattler seconded the motion. Discussion ensued about the increase in this line. Chief Sitar commented this line item is going to be over budget this year. There were quite a few SCBAs that needed to be repaired. Scene lighting for engine 3 was discussed.

Tape and video ended.

Adjournment

Respectfully submitted,

Kathy Tobine