

## Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By:	Commissioners	Date, Time:	12/28/2016 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Northfield Town Hall, Upstairs Meeting Room, 21 Summer Street, Northfield

Tim Sattler called the meeting of the Budget Committee to order at 5:35 PM.

Present: Commissioner Paul Auger, Jane Alden, Trish Sawicki, Tim Sattler, George Flanders and Chief Mike Sitar.

Absent: Peter Fogg and Bob Petrin

Public Present: Captain Sean Valovanie, Paul Blaisdell and Justin Kantar

### Minutes

#### December 5, 2016

Jane Alden made a motion to accept the minutes of December 5<sup>th</sup> as written. Paul Auger seconded the motion. There being no discussion, vote was taken. Motion passed with one abstention.

### Correspondence

Tim Sattler reported Chief Sitar had sent an email out regarding the auditing. The auditing was put out to bid to three companies. One company did not provide a bid. Chief Sitar commented that the company that was providing us with our auditing services came in high. The other company that provided a bid will save us \$5,000 over a three year period. We went with the low bidder and that number has been changed in the budget.

Tim Sattler reported Kathy had sent an email regarding holding our public hearing on February 15<sup>th</sup>. Jane Alden reported that the Town of Tilton will be having their public hearing on the budget that night. Discussion ensued. Tim is to follow up on the dates available.

### Budget

Chief Sitar presented the Committee with updated copies of the budget and draft warrant articles.

#### **100 Salaries & Wages**

110 Salaries: Jane Alden made a motion to fund this line at \$779,334. Trish Sawicki seconded the motion. Chief Sitar commented this line item includes the salaries for all the full time career personnel; eight firefighters, three captains, one lieutenant, deputy chief, himself and Kathy. Within that there will be three people that will get a raise within the next year. He anticipates the lieutenant going to a captain's positions and the two probationary firefighters coming off probation. Discussion ensued about the 2016 appropriated versus actuals. Trish Sawicki asked how much of the \$65,000 is for the new person. Chief Sitar commented that it was around \$40,000. Trish Sawicki asked if this number included raises for anyone else. Chief Sitar explained that with the shift change the hourly rate increased 11.44% but the annual salary stayed the same. Trish Sawicki asked if the Commissioners supported the change and increases. Commissioner Auger commented that it was voted on and passed. There being no further discussion, vote was taken. Motion passed.

110.5 Holiday Pay: Jane Alden made a motion to fund this line at \$34,848. Trish Sawicki seconded the motion. Chief Sitar explained the holiday pay. Trish Sawicki wanted to know if any new holidays had been added. Chief Sitar replied there were no new holidays. There being no further discussion, vote was taken. Motion passed.

110.06 Overtime: Jane Alden made a motion to fund this line at \$125,000. Trish Sawicki seconded the motion. Discussion ensued about the overage in this line and whether or not the \$125,000 would be enough. There being no further discussion, vote was taken. Motion passed.

120 Call Salaries & Wages: Jane Alden made a motion to fund this line at \$75,000. Trish Sawicki seconded the motion. Chief Sitar explained that he did a three year average to determine this amount. Discussion ensued about the call company. There being no further discussion, vote was taken. Motion passed.

130 Elected Officials: Jane Alden made a motion to fund this line at \$7,750. Trish Sawicki seconded the motion. Trish Sawicki wanted to know why the Treasurer went from \$2,500 to \$1,500. Chief Sitar explained that all the elected officials, other than the Moderator, received \$1,500 a year. Commissioner Auger explained a lot of it has to do with the automation of the Treasurer's duties. There being no further discussion, vote was taken. Motion passed.

### **200 Benefits**

210 Group Health Insurance: Jane Alden made a motion to fund this line at \$238,664. Trish Sawicki seconded the motion. Discussion ensued on the Opt Out. Trish Sawicki asked about the increase in the health insurance. Chief Sitar explained it includes the new employee, the increase in the cost of health insurance and the increase in the employee contribution. Tim Sattler wanted to know how many employees take the health insurance. Chief Sitar explained 13 employees take the health insurance while two employees take the Opt Out. There being no further discussion, vote was taken. Motion passed.

215 Group Life Insurance: Jane Alden made a motion to fund this line at \$10,200. Trish Sawicki seconded the motion. Chief Sitar explained the department pays the STD, the LTD is a 50/50 share, NH State Firemen's Insurance is \$20 per employee and the Group Line of Duty is if there a death. There being no discussion, vote was taken. Motion passed.

220 Social Security: Jane Alden made a motion to fund this line at \$8,225. Trish Sawicki seconded the motion. Chief Sitar explained Social Security is paid by the Call Department and Kathy. It is based on salaries. There being no discussion, vote was taken. Motion passed.

225 Medicare: Jane Alden made a motion to fund this line at \$14,698. Trish Sawicki seconded the motion. Chief Sitar explained this is based on salaries. There being no discussion, vote was taken. Motion passed.

230 Retirement: Jane Alden made a motion to fund this line at \$283,712. Trish Sawicki seconded the motion. Chief Sitar explained this is the amount the District pays to the retirement system based on the amount we pay our full time career personnel. The rate is increasing from 29.16% to 31.89% on July 1<sup>st</sup> for the firefighters, Group II, and for Kathy, Group I, it's going from 11.17% to 11.38%. Discussion ensued about the retirement system. There being no further discussion, vote was taken. Motion passed.

250 Unemployment Compensation: Jane Alden made a motion to fund this line at \$500. Trish Sawicki seconded the motion. Discussion ensued about the funding of this line. There being no further discussion, vote was taken. Motion passed.

260 Workers Compensation: Jane Alden made a motion to fund this line at \$34,453. Trish Sawicki seconded the motion. Chief Sitar explained this is an exact number. There being no discussion, vote was taken. Motion passed.

### **300 Professional & Technical Services**

301 Auditing: Jane Alden made a motion to fund this line at \$7,500. Trish Sawicki seconded the motion. Chief Sitar reported that this is the proposed amount. The Committee thanked the Chief and Commissioners for putting this out to bid. There being no discussion, vote was taken. Motion passed.

342 Information Technology: Tim Sattler commented that they had approved \$22,517. The Commissioners have approved \$8,895. Chief Sitar explained they can change what they approved to what the Commissions approved. There was a surplus this year so he took some of the money and

paid bills toward next year. Jane Alden made a motion to change this line from \$22,517 to \$8,895. Trish Sawicki seconded the motion. Tim Sattler asked the Chief how much surplus he was anticipating. Chief Sitar responded that he expects to turn in around \$10,000. Chief Sitar explained what was purchased from the surplus. Commissioner Auger commented the Commissioners agreed with the purchases. The surplus was spent on items that were in next year's budget and then reduced the budget by that amount. There being no further discussion, vote was taken. Motion passed.

#### **400 Property Services**

##### 430 Repairs & Maintenance

430.01 Center Street Station: Jane Alden made a motion to reduce this line from \$3,310 to \$460. Trish Sawicki seconded the motion. There being no discussion, vote was taken. Motion passed.

430.02 Park Street Station: Jane Alden made a motion to fund this line at \$4,165. Trish Sawicki seconded the motion. Chief Sitar explained the items listed being requested under this line. There being no discussion, vote was taken. Motion passed.

430.03 Custodial Supplies & 430.07 Dumpster: Jane Alden made a motion to fund these lines are \$3,910. Trish Sawicki seconded the motion. Tim Sattler asked if the dumpster was new. Chief Sitar explained that the dumpster used to be combined with custodial supplies. Discussion ensued about the dumpster. There being no further discussion, vote was taken. Motion passed.

430.04 Grounds Keeping & 660.11 Riding Mower: Jane Alden made a motion to fund Total Grounds Keeping at \$300. Trish Sawicki seconded the motion. Tim Sattler asked the Chief why he was asking for an additional \$850. Chief Sitar explained he wanted to purchase another push lawn mower for the cisterns but he figures they can fix it for \$200. Discussion ensued about the lawn mowers. There being no further discussion, vote was taken. Motion passed.

#### **600 Supplies**

630.230 OptiComm Repair: Jane Alden made a motion to reduce this line from \$3,600 to \$0. Trish Sawicki seconded the motion. Tim Sattler commented that this was purchased out of surplus. There being no discussion, vote was taken. Motion passed.

630 Equipment Maintenance & Repair: Jane Alden made a motion to reduce this line from \$16,925 to \$13,325 which reflects the change just made on line 630.230. Trish Sawicki seconded the motion. There being no discussion, vote was taken. Motion passed.

631 Service Testing: Jane Alden made a motion to reduce this line from \$16,068 to \$14,745 which reflects changing category 631.11 Power Cots from \$1,323 to \$0. Trish Sawicki seconded the motion. There being no discussion, vote was taken. Motion passed.

*Jane Alden left for another meeting at 6:45 PM. Discussion ensued about whether or not they had a quorum and if they should continue. It was agreed that there was a quorum and to continue.*

635 Gasoline & 636 Diesel: Chief Sitar explained the Commissioners did not agree with reducing these two lines. They believe that prices are going to continue to rise. They do not believe the Budget Committees recommendation is safe. Discussion ensued. It was agreed they would review the actuals for 2016 and possibly revisit these lines.

Discussion ensued on the warrant articles. Commissioner Auger explained that they voted on the verbiage not the numbers. The verbiage needs to be approved before it goes to DRA for pre-approval.

Trish Sawicki asked what areas of the budget have been most talked about. Discussion ensued.

Tim Sattler asked where the surplus came from. Chief Sitar explained it came from Call Firefighter salaries and Dry Hydrants & Cisterns. Discussion ensued about the dry hydrants and cisterns.

Tim Sattler questioned the \$2,000 difference between the Chief's Budget and the Commissioners on Total Supplies. Chief Sitar commented that is the difference in diesel.

Tim Sattler asked Commissioner Auger what the Board was looking for in regards to an increase over last year. Commissioner Auger commented they wanted to keep it as close as possible. In the past

couple years it has increased 2½ to 3% per year. Tim Sattler commented that he would hate to see the Fire Department budget be the biggest annual increase every year. Discussion ensued.

### **700 Capital Outlay**

710 Land: George Flanders made a motion to fund this line at \$1. Trish Sawicki seconded the motion. Discussion ensued on the purpose of this line. There being no further discussion, vote was taken. Motion passed.

720 Building: George Flanders made a motion to fund this line at \$1. Trish Sawicki seconded the motion. Tim Sattler commented that this is the line the Facilities Committee is paying the consultant out of. Discussion ensued. There being no further discussion, vote was taken. Motion passed.

730 Other: George Flanders made a motion to fund this line at \$1. Trish Sawicki seconded the motion. Discussion ensued on the purpose of this line. There being no further discussion, vote was taken. Motion passed.

750 Furniture & Fixtures: George Flanders made a motion to fund this line at \$1. Trish Sawicki seconded the motion. Tim Sattler commented that the items previously in there were purchased this year out of the surplus. There being no further discussion, vote was taken. Motion passed.

775 Dry Hydrants & Cisterns: George Flanders made a motion to fund this line at \$5,000. Trish Sawicki seconded the motion. Discussion ensued about the encumbered funds. Tim Sattler commented that this line is for ongoing maintenance. The maintenance was discussed. There being no further discussion, vote was taken. Motion passed.

Discussion ensued on what remained of the budget to be done. Chief Sitar explained that the Apparatus & Equipment Replacement Fund Budget funds are raised through ambulance billings. This budget does not affect taxation.

760 Vehicles: Tim Sattler asked about the \$55,770. Chief Sitar explained that he was requesting a new command vehicle. The Commissioners did not approve it. They haven't discussed the Capital Improvement Plan and want to discuss it before making a purchase. His vehicle is a 2009 with a little over 85,000 miles and it is in relatively good shape. He was going to let Deputy Joubert use it. Currently Deputy Joubert is driving the 4-door pickup with the 8 foot bed. Discussion ensued.

970 Grant Matching Funds: Tim Sattler commented this is a grant for new radios. If we are awarded the grant, the District has to participate with 5%. We must put the 5% in in case we receive the grant. If we do not receive the grant, the money goes back.

### **Warrant Articles**

W/A 4: Commissioner Blaisdell commented on this warrant article requesting a new command vehicle. During their discussions of the promotion of Tim Joubert to Deputy Chief they discussed the overall cost related to the promotion. One of the things they discussed was a command vehicle, radios and all the equipment necessary for him to perform his duties as Deputy Chief. They were loathsome to add equipment, especially vehicles. Because he normally uses the pickup in his fire inspection duties, it was determined to be adequate for him with some equipment added similar to what Deputy Robinson uses. They would not be increasing the fleet by adding this position. He is vehemently opposed to adding any command vehicles now. Not just because of the cost of the vehicle, but because of the cost of all the equipment related to it. Discussion ensued about the current vehicle Deputy Joubert is using versus the Chief's car and Deputy Robinson's personal vehicle. Tim Sattler asked the age of the pickup trucks. Chief Sitar commented they are both either 2006 or 2005 vehicles. Mileage on the vehicles was discussed. Vehicle insurance was discussed.

W/A 6: Commissioner Blaisdell commented on this warrant article regarding the refurbishment of engine 1. As previously mentioned, they will be discussing this.

### **Meeting Schedule**

Discussion ensued on when to next meet. It was decided Tim Sattler would email the members of the Committee to determine if January 9<sup>th</sup>, 11<sup>th</sup> or 16<sup>th</sup> will work best.

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12/28/16

**Adjournment**

Trish Sawicki made a motion to adjourn. George Flanders seconded the motion. There being no discussion, vote was taken. Meeting adjourned at 7:40 PM.

Respectfully submitted,

Kathy Tobine  
Administrative Assistant

**Next Meeting Date, Time, Place:** Date, time and location to be determined.