

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	11/21/2017 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Center Street Station, 12 Center Street, Tilton, NH

Commissioner Manning called the budget workshop to order at 5:35 PM.

Present: Commissioners Dennis Manning, Paul Auger and Paul Blaisdell; Chief Michael W. Sitar, Jr., and Administrative Assistant Kathy Tobine

### 2018 Operating Budget

#### 100 Salaries & Wages

Chief Sitar explained his proposed salary and wages include a Step, COLA and Incentive. He reminded the Board that they had decided to table the Incentive at their last meeting. Discussion ensued. The Board agreed to give a step raise only this year. Commissioner Manning made a motion to approve line 100 and its subsidiary line numbers for the total amount of Salaries & Wages including career and call firefighters as well as elected officials at \$1,109,737. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Discussion ensued about the part-time clerk requested in the Chief's budget. The Board decided they would like to remove this position from career salaries and wages until they are further into the budget process. Commissioner Blaisdell made a motion to rescind their motion on line 110 based upon the fact that there was an accidental omission of a part-time clerk salary in that amount. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Blaisdell made a motion to fund 110.5 Holiday Pay: \$36,432; 110.06 Overtime: \$160,855; 120 Call Salaries & Wages: \$81,675 and 130 Elected Officials: \$7,750. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

Commissioner Auger asked what the total is so far. Kathy replied \$286,712 for the items they just voted on. This does not include line 110.

#### 200 Benefits

210 Health Insurance: Commissioner Blaisdell made a motion to fund line 210 Group Health Insurance at \$201,784 and 210.1 Insurance Opt Out at \$33,422 for a total of \$235,206. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

215 Group Life Insurance: Chief Sitar explained that we have the option to add life insurance. We currently don't cover our employees with life insurance. The cost would be \$2,800 to cover the career employees. Discussion ensued.

Commissioner Blaisdell made a motion to fund line 215.01 Short Term Disability at \$2,202; line 215.02 Group Line of Duty at \$4,200; line 215.03 NH State Firemen's Insurance at \$1,000; line 215.05 Long Term Disability at \$2,143 and line 215.06 Life Insurance at \$0 for a combined total of \$9,545 on 215 Group Life Insurance. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

250 Unemployment Compensation: Commissioner Manning made a motion to fund this line at \$500. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

260 Workers Compensation: Workers Compensation was discussed. Commissioner Manning made a motion to fund this line at \$34,451. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

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

301 Auditing: Commissioner Blaisdell made a motion to fund this line at \$7,600 for auditing. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

320 Legal Services: Discussion ensued on what has been spent out of this line year-to-date. Anticipated legal fees for next year were reviewed. Commissioner Blaisdell made a motion to fund this line at \$2,000. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

335 Training: Training was reviewed. Funding of paramedic training from the Apparatus & Equipment Replacement Fund was discussed. Commissioner Blaisdell made a motion to fund this line at \$12,500. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

340 Bank Charge/Interest: Commissioner Auger made a motion to fund this line at \$100. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

341 Telephone: Chief Sitar explained that the increase this year is due to our having to increase our internet speed. Discussion ensued. Commissioner Blaisdell made a motion to fund 341.1 Office Telephones at \$2,400; 341.2 Cell Phones at \$2,500; 341.4 MiFi at \$1,000; 341.5 Internet at \$1,800 for a total of \$7,700. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

342 Information Technology: Chief Sitar reviewed each subcategory. He explained we have gone out to bid for IT Services. That RFP won't close until November 30<sup>th</sup>. Commissioner Blaisdell made a motion to fund 342.01 FireHouse Software at \$5,600; 342.03 Antivirus at \$200; 342.04 Computer Software at \$300; 342.05 Computer Hardware (1 PC & 1 Router) at \$2,483; 342.06 Email Service at \$768; 342.07 TNFD Website at \$215; 342.08 Off Site Data Storage at \$1,560; 342.09 Server Warranty at \$0 and 342.10 QuickBooks at \$600. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

350 Medical Services: Chief Sitar explained we went out to bid again this year. These are the lowest prices we could get for these exams. Commissioner Blaisdell made a motion to fund this line at \$11,560. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

385 Elections: Discussion ensued on what drives the cost of elections. Commissioner Auger made a motion to fund this line at \$1,650. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

390 Other Professional Services: Commissioner Auger made a motion to fund this line at \$1. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

#### **400 Property Services**

410 Electricity: Commissioner Manning made a motion to fund this line at \$9,700. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

411 Heating Fuel: Chief Sitar explained he budgeted Center Street (NG) at \$3,500 and Park Street (LP) at \$3,500. Expenditures to date were reviewed. Chief Sitar commented he is getting a quote on the cost to convert Park Street to natural gas from Liberty Utilities. Discussion ensued about what the conversion entails and the potential cost. Commissioner Blaisdell made a motion to fund line 411.01 at \$3,250 and line 411.02 at \$3,250 for a total of \$6,500. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

412 Water: Commissioner Auger made a motion to fund 412.01 Center Street Station at \$750 and line 412.02 Park Street Station at \$450 for a total of \$1,200. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

413 Sewer: Commissioner Auger made a motion to fund 413.01 Center Street Station at \$600 and line 413.02 Park Street Station at \$500 for a total of \$1,100. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

430 Repairs & Maintenance: Chief Sitar explained he did a three-year average for his budget request. Discussion ensued.

430.01 Center Street Station Repairs & Maintenance: Commissioner Blaisdell made a motion to fund line 430.05 Center Street Fire Alarm Monitoring and 430.011 Generator at \$4,926: Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

430.02 Park Street Station Repairs & Maintenance: Fire Alarm Monitoring was reviewed. Expenses to date were discussed. Commissioner Blaisdell made a motion to fund line 430.02 Park Street Station Repairs & Maintenance and line 430.06 Park Street Fire Alarm Monitoring at \$6,272. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

430.03 & 430.07 Custodial: Discussion ensued about the balance remaining for the rest of the year. Commissioner Blaisdell made a motion to fund line 430.03 Custodial Supplies and line 430.07 Dumpster for a total of \$3,910. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

430.04 Grounds Keeping & 660.11 Riding Mower: Discussion ensued about the Chief's requested budget. Commissioner Blaisdell made a motion to fund line 430.04 Grounds Keeping at \$200 and line 660.11 Riding Mower at \$100 for a total of \$300. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

480 Property & Liability Insurance: Commissioner Manning made a motion to fund this line at \$23,400. Commissioner Blaisdell seconded the motion. Discussion ensued. There being no discussion, vote was taken. Motion passed.

**Purchased Services**

550 Printing: What this line covers was reviewed. Commissioner Blaisdell made a motion to fund this line at \$500. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

560 Dues & Subscriptions: The dues for NFPA were discussed. Commissioner Blaisdell made a motion to fund this line at \$3,505. Commissioner Manning seconded the motion. There being no discussion, vote was taken. Motion passed.

590.2 Pressurized Hydrants: Commissioner Manning made a motion to fund this line at \$125,988. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

**600 Supplies**

620 Office Supplies: Data destruction and office supplies were discussed. Extensive discussion occurred about lines not being expended in to cover overtime payroll. Commissioner Manning made a motion to fund this line at \$3,250. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

**Adjournment**

Commissioner Manning adjourned the meeting at 7:32 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 12/05/17 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.