

## Tilton-Northfield Fire & EMS Commissioners' Meeting

|                    |               |             |  |
|--------------------|---------------|-------------|--|
| Meeting Called By: | Commissioners | Date, Time: | 10/17/2018 at 5:30 PM                                  |
| Transcribed By:    | Kathy Tobine  | Place:      | Center Street Station, 12 Center Street,<br>Tilton, NH |

Commissioner Blaisdell called the budget workshop for the 2019 Budget to order at 5:35 PM.

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

Commissioner Auger requested a timeline be set for the meetings. After discussion, it was decided they would stop at 7:00 PM.

Public Present: Captain David Hall, Captain Jon Powell

### 2018 Operating Budget

#### 100 Salaries & Wages

Commissioner Blaisdell questioned line 110.06. Chief Sitar commented the line should be 111.

Line 130 Elected Officials: Commissioner Auger made a motion to fund line 130 at \$7,750.

Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Line 260 Workers Compensation: Commissioner Blaisdell commented that the insurance went up from last year. Discussion ensued. Commissioner Pyra made a motion to fund this line at 37,207.

Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

Line 250 Unemployment Compensation: Discussion ensued about the \$500 budgeted. Commissioner Blaisdell made a motion to fund this line at \$1 based on the fact that we have not used it in the past two years. If need be, we will find that money in the budget. Commissioner Auger seconded the motion. Discussion: Commissioner Pyra asked if they would be willing to fund this line at \$100.

Commissioner Blaisdell amended his motion to fund this line at \$100. Commissioner Pyra seconded the motion. There being no further discussion, vote was taken. Motion passed.

#### 300 Professional & Technical Services

Line 301 Auditing: Chief Sitar explained we are in year three of a three-year contract. Commissioner Blaisdell made a motion to fund this line at \$7,700. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Line 320 Legal Services: Chief Sitar explained this is in anticipation of the expenses for a new fire station. Discussion ensued. It was decided to include the legal expenses for a new fire station in the warrant article regarding it. Commissioner Auger made a motion to fund this line at \$2,000.

Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Line 335 Training: Discussion ensued about training. Commissioner Blaisdell requested they put off this line until they have more data on what is remaining for this year and what is anticipated for next year.

Line 340 Bank Charge/Interest: Commissioner Auger made a motion to fund this line at \$100.

Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

Line 341 Telephone

341.01 Office Telephones: Commissioner Auger made a motion to fund this line at \$1,560. Commissioner Pyra seconded the motion. There being no discussion vote was taken. Motion passed.

341.02 Cell Phones: Chief Sitar explained that the cell phones and the MiFi bills have been combined. Commissioner Auger made a motion to fund this line at \$3,500. Commissioner Pyra seconded the motion. There being no discussion vote was taken. Motion passed.

341.5 Internet: Commissioner Blaisdell made a motion to fund this line at \$1,920. Commissioner Pyra seconded the motion. There being no discussion vote was taken. Motion passed.

342 Information Technology

342.01 Firehouse Software: Commissioner Blaisdell made a motion to fund this line at \$5,600. Commissioner Auger seconded the motion. There being no discussion vote was taken. Motion passed.

342.02 IT Services: Commissioner Blaisdell made a motion to fund this line at \$9,360. Commissioner Auger seconded the motion. There being no discussion vote was taken. Motion passed.

342.03 Antivirus: Commissioner Auger made a motion to fund this line at \$200. Commissioner Blaisdell seconded the motion. There being no discussion vote was taken. Motion passed.

342.04 Computer Software: Commissioner Pyra made a motion to fund this line at \$300. Commissioner Auger seconded the motion. There being no discussion vote was taken. Motion passed.

342.05 Computer Hardware: Chief Sitar explained there is a desktop computer that needs replacement. Commissioner Blaisdell made a motion to fund this line at \$1,200. Commissioner Pyra seconded the motion. There being no discussion vote was taken. Motion passed.

342.06 Email Service: Commissioner Pyra made a motion to fund this line at \$768. Commissioner Auger seconded the motion. There being no discussion vote was taken. Motion passed.

342.07 TNFD Website: Commissioner Auger made a motion to fund this line at \$215. Commissioner Pyra seconded the motion. Discussion ensued about the website. There being no further discussion, vote was taken. Motion passed.

342.08 Off Site Data Storage: Discussion ensued about when the bill will be received. Commissioner Blaisdell made a motion to fund this line at \$1,560. Commissioner Pyra seconded the motion. There being no discussion vote was taken. Motion passed.

342.09 Server Warranty Renewal: The server and warranty were discussed. Commissioner Blaisdell requested more information be provided before they fund this line.

342.10 QuickBooks: Commissioner Pyra made a motion to fund this line for five user licenses at \$1,700. Commissioner Auger seconded the motion. There being no discussion vote was taken. Motion passed.

360 Medical Services

350.01 Chief Sitar explained these physicals are for all current employees. Commissioner Blaisdell asked who mandates annual physicals. Chief Sitar explained that it is mandated by the State as cancer screening. Extensive discussion ensued. Commissioner Blaisdell requested documentation proving that the physicals must be done yearly.

350.02 5 New Employees @ \$500: Commissioner Blaisdell made a motion to fund this line at \$2,500. Commissioner Pyra seconded the motion. There being no discussion vote was taken. Motion passed.

385 Elections: Commissioner Blaisdell made a motion to fund this line at \$2,000. Commissioner Pyra 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 Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

**400 Property Services**

410 Electricity: Commissioner Auger made a motion to fund line 410.01 Center Street Station at \$5,500 and line 410.02 Park Street Station at \$4,200 for a total of \$9,700. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed.

411 Heating Fuel: Commissioner Auger made a motion to fund line 411.01 Center Street Station at \$3,250 and line 411.02 Park Street Station at \$3,250 for a total of \$6,500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

412 Water: Discussion ensued about year-to-date water usage.

412.01 Center Street Station: Commissioner Blaisdell made a motion to fund this line at \$750. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

412.02 Park Street Station: Commissioner Blaisdell made a motion to fund this line at \$250. Discussion ensued. Commissioner Blaisdell amended his motion to \$300 per Commissioner Pyra's recommendation. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

**Adjournment**

Commissioner Pyra made a motion to adjourn. Commissioner Blaisdell seconded the motion. There being no discussion, vote was taken. Motion passed. Meeting adjourned the meeting at 7:02 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine  
Administrative Assistant

Next Meeting Date, Time, Place: 10/30/18 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.