

## Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	09/18/2019 at 5:30 PM
Transcribed By:	Kathy Tobine	Place:	Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton

Commissioner Auger called the budget workshop for the 2020 Budget to order at 5:34 PM.

Present: Commissioners Paul Auger, Jon Cilley, Eric Pyra and Administrative Assistant Kathy Tobine

### 2020 Operating Budget

#### **4130 Executive - \$8,250**

Kathy explained that a Deputy Treasurer has been added this year. The Treasurer requested one as he does not feel comfortable having one of the Commissioners be a signer on the accounts. It is all about checks and balances.

130.02 Commissioners: Commissioner Auger made a motion to fund this line at \$4,500.

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

130.03 Clerk: Commissioner Auger made a motion to fund this line at \$1,500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

130.04 Treasurer: Commissioner Pyra made a motion to fund this line at \$1,500. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

Deputy Treasurer: Commissioner Auger made a motion to fund this line at \$500. Commissioner Cilley seconded the motion. Discussion: Commissioner Auger questioned the lack of an account number. Kathy explained a number would be assigned should the Board agree to the position. Commissioner Cilley questioned where this person would come from. Kathy explained that the Board would appoint someone from the District. There was discussion about the duties of the Treasurer and the need for a Deputy Treasurer. There being no further discussion, vote was taken. Motion passed.

130.05 Moderator: Commissioner Auger made a motion to fund this line at \$250. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

#### **4140 Elections - \$2,000**

Commissioner Pyra made a motion to fund this line at \$2,000. Commissioner Cilley seconded the motion. Discussion ensued about how the money is utilized. There being no further discussion, vote was taken. Motion passed.

#### **4150 Auditing - \$8,100**

Kathy explained that she contacted several agencies for proposals on our auditing. Only one other auditing firm was interested and submitted their proposal. Melanson Heath's proposal was for \$9,500 for year ending December 31, 2019, \$9,700 for year ending December 31, 2020 and \$9,900 for year ending December 31, 2021. Plodzick & Sanderson provided the best price as they are locking their cost at \$8,100 for each of the calendar years ending December 31, 2019, 2020 and 2021.

Commissioner Auger made a motion to accept Plodzick & Sanderson's proposal for \$8,100 for the three-year term. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

#### **4153 Legal Expense - \$4,000**

Commissioner Auger made a motion to fund this line at \$5,000 to bring it up for discussion purposes. Commissioner Cilley seconded the motion. Discussion: Commissioner Pyra asked what has been spent this year-to-date. Kathy replied that \$1,508 has been expended and reported what this was for. Discussion ensued. Commissioner Pyra made a motion to amend the motion to \$4,000.

Commissioner Cilley seconded the motion. Discussion ensued about upcoming events in 2020 and how much this line should be reduced. There being no further discussion, vote was taken on the amendment. Motion passed to fund this line at \$4,000.

#### **4194 General Government Buildings**

Commissioner Pyra requested 2019 year-to-date actuals be added for the next budget workshop.

#### **410 Electricity - \$9,700**

Kathy commented that \$4,120.79 has been expended on Center Street and \$2,945.79 on Park Street to date for a total of \$7,066.58.

Commissioner Auger made a motion to fund Lines 410.01 and 410.02 for a total of \$9,700.

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

#### **411 Heating Fuel - \$6,500**

Kathy reported that \$3,908.82 has been expended to date; \$2,589.81 at Center Street and \$1,319.01 at Park Street.

Commissioner Cilley made a motion to fund this line at \$6,500. Commissioner Auger seconded the motion. Discussion ensued about usage and how many bills have been received to date. There being no further discussion, vote was taken. Motion passed.

#### **412 Water - \$1,050**

Kathy reported we have received two bills as they are billed quarterly.

Commissioner Auger made a motion to fund the water at \$1,050. Commissioner Pyra seconded the motion. Commissioner Auger commented that it has been moved and seconded that line 412.01 Center Street Station be funded at \$750 and line 412.02 Park Street Station be funded at \$300. There being no discussion, vote was taken. Motion passed.

#### **413 Sewer - \$800**

Commissioner Auger made a motion to fund line 413 Sewer for \$800. Commissioner Pyra seconded the motion. Discussion ensued. The year-to-date expenditure is \$221 for 413.01 Center Street; \$169 for 413.02 Park Street. Kathy explained this is for two bills. Commissioner Auger commented that it has been moved and seconded that line 413.01 Center Street be funded at \$500 and line 413.02 Park Street be funded at \$300. There being no further discussion, vote was taken. Motion passed.

#### **430 Repairs & Maintenance - \$52,020**

Commissioner Auger made a motion to bring line 430 to the floor for discussion. Commissioner Cilley seconded the motion.

430.01 Center Street Station: Discussion ensued about the Center Street Station.

The Board decided to postpone any decision of Repairs & Maintenance until they discuss this with Chief Sitar. Commissioner Auger withdrew his motion and Commissioner Cilley withdrew his second.

#### **341 Telephone - \$7,160**

Commissioner Cilley made a motion to accept 341 Telephone as listed for discussion purposes.

Commissioner Pyra seconded the motion. Discussion ensued about the cell phones. The Board decided to not make any decisions on this line until they can discuss the cell phones with Chief Sitar. Commissioner Cilley withdrew his motion and Commissioner Pyra withdrew his second.

#### **350 Medical Services - \$12,100**

Commissioner Cilley made a motion to accept the \$12,100 for discussion purposes. Motion failed for a lack of a second.

#### **390 Other Professional Services - \$1**

Commissioner Auger made a motion to fund this line at \$1. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

**550 Printing – \$500**

Commissioner Cilley made a motion to accept line 550 Printing for discussion purposes. Commissioner Pyra seconded the motion. Discussion ensued about what this line covers. There being no further discussion, vote was taken. Motion passed to fund this line at \$500.

**560 Dues & Subscriptions – \$4,123**

Kathy commented that \$2,790 has been spent to date.

Commissioner Auger made a motion to fund this line at \$4,123 for discussion. Commissioner Cilley seconded the motion. New Hampshire Fire Prevention Agency and International Fire Chiefs Association were discussed. There being no further discussion, vote was taken. Motion passed.

**620 Office Supplies - \$3,150**

Commissioner Cilley made a motion to fund this line at \$3,150. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

**625 Postage - \$400**

Kathy explained the increase is due to the fact that we pre-bought forever stamps at the end of 2018 due to the upcoming increase in postage.

Commissioner Auger made a motion to fund this line at \$400. Commissioner Cilley seconded the motion. Commissioner Pyra commented that the price of postage is increasing again on January 26, 2020. They anticipate just over a 2% increase in First Class, Marketing and Periodical mail. There being no further discussion, vote was taken. Motion passed.

**635 Gasoline - \$5,250**

Kathy commented that we have spent \$2,466.92 through August. Discussion ensued on what vehicles are gasoline.

Commissioner Pyra made a motion to fund this line at \$5,250. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

**636 Diesel - \$14,500**

Commissioner Cilley made a motion to accept \$14,500 for discussion purposes. Commissioner Auger seconded the motion. Commissioner Auger asked what was spent last year. Kathy reported that \$9,412.30 has been expended this year-to-date. Last year we spent \$13,840 for the year. Through the end of August 2018, we spent \$8,028. There being no further discussion, vote was taken. Motion passed.

**670 Books & Periodicals - \$100**

Commissioner Cilley made a motion to fund this line at \$100. Commissioner Auger seconded the motion. There being no discussion, vote was taken. Motion passed.

**680 Departmental Awards - \$1,000**

Commissioner Cilley made a motion to fund this line at \$1,000 for discussion purposes. Commissioner Pyra seconded the motion. There was discussion on what was spent in 2018 (\$1,340) compared to what has been spent so far in 2019 (\$610). The Board decided to wait to discuss this with Chief Sitar before funding this line. Commissioner Cilley withdrew his motion. Commissioner Pyra withdrew his second.

**690 Miscellaneous - \$600**

Commissioner Auger made a motion to fund this line at \$600. Commissioner Cilley seconded the motion. Commissioner Cilley asked if background checks is for the initial background and three year or just initial. Kathy explained it is just initial. There being no further discussion, vote was taken. Motion passed.

**4332 Pressurized Hydrants - \$125,988**

Kathy explained this is an agreement between the Fire District and Water District. Commissioner Auger commented he believes they have another year left. This is a negotiated price.

Commissioner Cilley made a motion to fund this line at \$125,988. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

**4723 TAN Interest - \$1**

Kathy explained this is a Tax Anticipation Note. They Chief did not fund this line; however, they need to fund this line at \$1 to keep it open.

Commissioner Pyra made a motion to fund this line for \$1. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

**4199 Contingency Fund - \$24,710**

Kathy explained the Contingency Fund is a percentage of the 2019 Budget.

Commissioner Pyra made a motion to fund this line at \$24,710. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

**1005 Land & Building Fund - \$100,000**

Kathy explained the Chief is requesting a warrant article to add \$100,000 to the Land & Building Fund. Discussion ensued. The Board agreed to discuss this when they work on the warrant articles.

**2020 Apparatus & Equipment Replacement Fund Budget**

**4220 Fire**

**331 Ambulance Billing Services - \$37,500**

331 COMSTAR: Commissioner Pyra made a motion to fund this line at \$36,000. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

332 Paramedic Intercept: Commissioner Cilley made a motion to fund this line at \$1,500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

**Other Business**

The manifests of September 17, 2019, were reviewed and signed.

The 2019 Fire Station Committee charge was signed.

**Adjournment**

Commissioner Auger made a motion to adjourn. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

Meeting adjourned at 6:55 PM.

Respectfully submitted,

*Kathy Tobine*

Kathy Tobine,  
Administrative Assistant

Next Meeting Date, Time, Place: 10/01/19 at 5:30 PM. Meeting to be held at Tilton Town Hall, Downstairs Meeting Room, 257 Main Street, Tilton.