

Tilton-Northfield Fire & EMS Commissioners' Meeting

Meeting Called By:	Commissioners	Date, Time:	11/06/2019 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 5:33 PM.

Present: Commissioners Paul Auger, Jon Cilley, Eric Pyra; Chief Michael Sitar and Administrative Assistant Kathy Tobine

Firefighters: Sean Valovanie, Daniel Leathers, Zack Mellett

2020 Operating Budget

4155 Personnel Administration

210 Group Health Insurance - \$309,875

Commissioner Auger made a motion to fund this line at \$309,875. Commissioner Cilley seconded the motion. Kathy explained this includes adding two people. There being no further discussion, vote was taken. Commissioners Cilley and Pyra, yea; Commissioner Auger, nay. Motion passed.

215 Group Life Insurance - \$12,772

Commissioner Auger made a motion to fund this line at \$12,772. Commissioner Cilley seconded the motion. Commissioner Pyra questioned the discrepancy between the Chief's budget and theirs. Kathy explained the Chief's budget includes four additional people while theirs only includes two. There being no further discussion, vote was taken. Commissioners Cilley and Pyra, yea; Commissioner Auger, nay. Motion passed.

220 Social Security - \$11,912

Commissioner Auger made a motion to fund this line at \$11,912. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Commissioners Cilley and Pyra, yea; Commissioner Auger, nay. Motion passed.

225 Medicare - \$18,796

Commissioner Auger made a motion to fund this line at \$18,796. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Commissioners Cilley and Pyra, yea; Commissioner Auger, nay. Motion passed.

230 Retirement - \$338,413

Commissioner Auger made a motion to fund this line at \$338,413. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Commissioners Cilley and Pyra, yea; Commissioner Auger, nay. Motion passed.

250 Unemployment Compensation - \$2,250

Chief Sitar explained that we are self-insured. We currently have someone collecting unemployment, this is to cover that. Discussion ensued on how this works. Commissioner Auger made a motion to fund this line at \$2,250. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Commissioners Cilley and Pyra, yea; Commissioner Auger, nay. Motion passed.

4194 General Government Buildings

430 Repairs & Maintenance

430.01 Center Street Station

Lead Prep and Paint Trim - \$7,700

Chief Sitar presented the Board with the proposal on the lead prep and paint trim. The lead prep is \$2,000, trim prime all the soffits, facets, front façade, window trim is \$2,500; finish paint on the trim is \$2,000; paint the letters of the façade is \$400; power washing is \$800 for a total of \$7,700. Terms are 50% up front when they start and 50% when they finish. Commissioner Auger asked who the bid was from and if any other bids were received. Chief Sitar explained that Captain Ames got the bid. All he has is the phone number that begins with 226.

Commissioner Auger made a motion to move Lead Prep and Paint Trim for \$7,700 to the floor for discussion. Commissioner Cilley seconded the motion. Commissioner Cilley asked if they were doing the whole building for this price. Chief Sitar explained that the building is vinyl sided. This is for the soffits, façade and window frames. Discussion ensued on whether or not this will negate any lead liability. Lead abatement was discussed. It was agreed that Commissioner Auger will speak with a co-worker who is certified in lead abatement to get more information on the requirements regarding lead. Commissioner Auger made a motion to table this on Lead Prep and Paint Trim. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed unanimously.

4220 Fire**100 Salaries & Wages - \$1,288,523**

Commissioner Cilley made a motion to bring Salaries & Wages for \$1,288,523 back to the floor for discussion. Commissioner Pyra seconded the motion. Chief Sitar explained the number given for the two additional personnel also included money for a part-time Code Enforcement Officer. Commissioner Auger had mentioned it at the beginning of the meeting but it was never discussed or voted on. We need to have a discussion on the addition of this position. If you vote to approve the position, the number will stay the same. If you don't approve the position, the number will change. Commissioner Cilley asked what the number would be for each line minus that position. Kathy provided stated the number would change to \$928,277.77. She explained Line 110 Career Salaries & Wages is the only number that changes as there would be no Holiday Pay or Overtime involved. This is a reduction of \$17,050.80. This will also reduce Social Security and Medicare. Chief Sitar explained why he this position in his budget.

Commissioner Auger commented that Deputy Joubert does a great job and puts in a lot of hours. He appreciates what he does. We are hiring two additional people this year and a part-time Clerk to help Kathy last year. We just can't keep hiring people.

Commissioner Cilley commented that we have line officers that are Captains running shifts. With that, comes inspections and training. With an additional person per shift, the officer and firefighters could be out doing the basic inspections. He is on the fence. Either they hire two additional line personnel or the part-time Code Enforcement Officer.

Commissioner Pyra asked if this was a possible additional firefighter. Chief Sitar commented that this would be a civilian or possibly a retired firefighter who has the necessary certifications. The number of hours to be worked per week were discussed. The differences between the Town Code Enforcement Officer and the Fire District Code Enforcement Officer were explained.

Commissioner Auger commented it is not just salary. They will also a vehicle to use. Commissioner Cilley commented on the Fire Science program at the Tech. Chief Sitar commented that we require our officers the become certified inspectors. Extensive discussion ensued.

Commissioner Cilley made a motion to adjust 4220 Line 110 Career Salaries & Wages to the sum of \$928,277.77 to cover two additional shift line personnel. Commissioner Cilley amended his motion to \$928,278 for the two additional line shift firefighters. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Commissioners Cilley and Pyra, yea; Commissioner Auger, nay. Motion passed.

4155 Personnel Administration

Kathy explained this will affect Social Security and Medicare. Social Security changes to \$10,855. Medicare changes to \$18,549.

Commissioner Pyra made a motion to adjust Line 220 to \$10,855 and Line 225 Medicare to \$18,549. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Commissioners Cilley and Pyra, yea; Commissioner Auger, nay. Motion passed.

Warrant Articles

4900 Capital Outlay

4901 Land - \$500,000

Chief Sitar explained he put this in the budget in case we needed to purchase land. It would be prudent to approve that amount right now. If we determine that we don't need it, we can always withdraw it. Discussion ensued.

Commissioner Auger made a motion to fund Line 4901 Land at \$500,000. Commissioner Cilley seconded the motion. Commissioner Pyra asked if this would be up to \$500,000. Kathy replied yes. That's how the warrant article will be worded. Commissioner Auger commented that people are going to consider that we just want, want, want. Chief Sitar commented this gives us the option if we find out that Park Street is not suitable or big enough to do what we want to. It may be that we go to a two-station solution. We don't have to spend the money. We will just withdraw the warrant article at that time. Extensive discussion ensued about what has been spent to date out of the Land & Building Fund or appropriated on engineering, site plans and preliminary building plans. Commissioner Auger commented he would like to concentrate on one thing so it will go through. Discussion ensued about Park Street. Commissioner Pyra commented they are just putting a number there just in case they can't do what they want to do at Park Street. If they can do it, they zero it out at District Meeting and move on. If it comes to a special meeting, it will be more difficult to pass. There being no further discussion, vote was taken. Commissioners Cilley and Pyra, yea; Commissioner Auger, nay. Motion passed.

760 Vehicles

New Engine 2 - \$833,450

Chief Sitar commented he doesn't have a definite figure yet but it is less than what is in the CIP. It includes equipment. Commissioner Auger made a motion to move New Engine 2 for \$833,450 to the floor for discussion. Commissioner Pyra seconded the motion. Commissioner Pyra asked if when equipment was built if it was built to fit in Center Street or Park Street. Chief Sitar replied it is built to fit in Center Street. Commissioner Pyra asked how much that adds on to the cost. Chief Sitar replied it adds 10 to 15 percent. There are some vendors that have said they cannot build anything that fits our needs that will fit in that station. Discussion ensued. Commissioner Cilley asked if Engine 1 is going away with the purchase of the new engine. Chief Sitar replied it is. Commissioner Cilley then asked if they were taking Engine 1 in trade. Chief Sitar commented that both vendors declined to take it. It will need to be sold on the private market. It might be worth more as scrap metal. Commissioner Auger commented he wants to know what kind of truck it is and what it going on it before they look at the number.

Commissioner Cilley agreed that he would like to see the specs as well. Chief Sitar commented he will send the specs out to them next week.

Chief Sitar commented the only other warrant article he is putting forth is the disposition of the funds from the radio tower. The warrant article will address taking the revenue from the communications tower to be used to either defray the cost of a bond, renovate or rehabilitate a fire station. The Commissioners would be the agents to that so they would decide how the money would be spent. Commissioner Auger wanted to know if this money would be in a separate fund altogether. Chief Sitar replied it will be in an expendable trust fund so you can use it anytime and not go before District Meeting to expend it. You would have to take a vote at a Commissioners to expend those funds. It might behoove you to hold a public hearing before voting to expend the funds. Discussion ensued about the anticipated tower income.

Commissioner Auger withdrew his motion the New Engine 2. Commissioner Cilley withdrew his second.

Adjournment

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

Meeting adjourned at 6:45 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: December 3, 2019 at 5:30 PM. Tilton Town Hall,
Downstairs Meeting Room, 257 Main Street, Tilton.