

**Village District of Tilton-Northfield Fire & EMS
New Hampshire
2019 Meeting Minutes**

Polls were opened on the 12th day of March in the year two thousand and nineteen at the Pines Community Center, Dearborn Road, Northfield at seven o'clock a.m. by Moderator Scott McGuffin. The polls were closed at seven o'clock p.m. with 409 votes cast. Polls were opened on the 12th day of March in the year two thousand and nineteen at the Winnisquam Regional High School, Main Street, Tilton at eight o'clock a.m. by Moderator Charles Mitchell. The polls were closed at seven o'clock p.m. with 254 votes cast.

ARTICLE 1: To choose a Fire Commissioner for the ensuing three (3) years.

Jon Cilley301
Kaitlin Lounsbury 197
Preston Schaub..... 60

The 2019 Fire District annual meeting was called to order at 7:09 p.m. on the 18th day of March in the year two thousand and nineteen at the Winnisquam Regional High School, Main Street Tilton, by Moderator Kent Finemore to act upon the following subjects.

Moderator Kent Finemore introduced the members of the Budget Committee, Commissioners, Clerks and Assistant Moderators Charles Mitchell and Kaitlin Lounsbury. Read the rules of the meeting.

Chief Michael Sitar presented a power point of the 2018 year in review highlighting financials, statistics, accomplishments, new equipment, usage of mutual aid, services provided to mutual aid, types of calls and where calls come from and incidents by month, day and hours.

Moderator Finemore read articles 1 with the results.

ARTICLE 2: To accept the reports of the Treasurer and the Fire Commissioners and pass any vote relating thereto.

This article is recommended by the Commissioners.

Moved by Charles Mitchell, seconded by Glen Brown

Moderator Finemore opens the floor for discussion, hearing no discussion, calls for a voice vote. **Article Passes**

Moved by Charles Mitchell, seconded by Helen Hanks to move article 13 to be addressed prior to Article 3. Motion Passed.

ARTICLE 13 To see if the Tilton-Northfield Fire District will vote, in accordance with RSA 52:21, to terminate its existence as of December 31, 2021, and to instruct the Fire Commissioners to: (a) Pay any remaining debts of the District; (b) Consult with the Towns of Northfield and Tilton relative to the disposition of all assets of the District; and (c) To dispose of the District's assets by conveying same, at no cost, to the Towns of Northfield and Tilton according to each town's proportionate contributions of funds to the purchase of assets, and in a manner which is equitable and fair. Any assets which either Town is unwilling to accept will be sold, and the funds derived from said sale shall be paid to the Towns of Northfield and Tilton and proposition to each town's respective contribution of funds to the purchase of the assets. *By Petition. This article is not recommended by the Board of Commissioners. (2/3's vote required.)*

Moderator Finemore received two requests for article 13 to be voted on by secret ballot, each request was signed by five registered voters present at the meeting.

Moved by Lisa Swancott, seconded by Greg Hill

Lisa Swancott spoke to the article stating that the building keeps getting voted down, and that each town seems to have its own needs that can't seem to be addressed at these meetings.

Moderator Finemore opened the floor for discussion.

Discussion ensued in regards to voting the building down instead of separating the district, regionalization, issues in equal separation between the two towns.

Nancy Trowsdale moved to call the question, seconded by Helen Hanks. Motion Passed.

Moderator opened the polls to vote on article 13 Yes: 21, No: 100 **Article Fails**

Steve O'Leary moved to protect the vote, seconded by Pat Consentino. Motion Passed.

ARTICLE 3: To see if the District will vote to raise and appropriate the sum of \$6,999,920 for the construction of a new Fire Station to be located on land owned by the Tilton-Northfield Fire District on Map R22, Lot 73B, Manville Road in Tilton and renovations to include living quarters to the Park Street Station; and to authorize the issuance of not more than \$6,705,220 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. Furthermore, to authorize the remaining balance of \$294,700 to be withdrawn from the Land & Building Capital Reserve Fund. This article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the building is completed. *This article is recommended by the Board of Commissioners and Budget Committee. (2/3 ballot vote required.)*

Moved by Kevin Lachepelle, seconded by Jane Alden

Chief Sitar spoke to the article stating his desire to put off the Manville Road project and look into putting a fire station at the new police station location in Tilton.

Moderator Finemore opened the floor for discussion.

Discussion ensued in regards to renovations of Park Street station and getting personnel out of Center Street for safety reasons. Chief Sitar added that renovating Park St would still cost about \$1.5 million.

Moved by Leif Martinson, seconded by Lisa Swancott to call the question.

Moderator asked for a voice vote, in doubt asked for a voter card vote to end debate on article 3, Yes 63, No 52
Requiring 2/3 vote Motion Fails

Chief Sitar presented an amendment to the Moderator.

AMENDMENT 1: To see if the District will vote to raise and appropriate the sum of \$1,776,228 for the design and engineering fees for construction and or renovation of fire stations located in Northfield and Tilton; and to authorize the issuance of not more than \$1,776,228 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate and to determine the rate of interest thereon. This article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the building is completed. *(2/3 ballot vote required)*

Moved by Chief Sitar, seconded by Cindy Hope

Moderator opens the floor for discussion.

Discussion ensued in regards to having the funds come from the Land & Building Fund, build out Park Street station, and build a substation in Tilton.

Kevin LaChapelle moved to call the question, Moderator Finemore does not accept the request as the amendment discussion just started.

Other discussions included the location of staff, equipment, and appointing another committee to look into the best options for one station or two.

Nancy Trowsdale moved to call the question, seconded by Charles Mitchell. Motion Passed.

Moderator Finemore asks for a voice vote to accept the amendment, **Amendment Article Fails.**

Chief Sitar presented an amendment to the Moderator.

AMENDMENT 2: To see if the District will vote to raise and appropriate the sum of \$200,000 for design and engineering fees for construction and or renovation of fire stations located in Northfield and Tilton.

Moderator Finemore does not accept the amendment being that it changes the original article completely.

Scott Davis moves to call the question on the original article 3, seconded by Kevin LaChapelle. Motion Passed.

Moderator Finemore opens the polls at 9:08pm. Moderator closed the polls at 10:08pm.

Secret ballot vote Yes 11, No 112 Article Fails

Mark Hebert moved to protect the vote, seconded by David Curdier. Motion Passed.

Moderator Finemore postponed Article 4 until the secret ballot votes of Article 3 are tallied.

ARTICLE 4 To see if the District will vote to raise and appropriate the Budget Committee recommended sum of Two Million Two Hundred Fifty Thousand Two Hundred Thirty-Four Dollars (\$2,250,234.00) for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. *This article is recommended by the Board of Commissioners and Budget Committee. (Majority vote required.)*

Moved by Chief Michael Sitar, seconded by Charles Mitchell

Chief Sitar presented an amendment to the Moderator.

AMENDMENT 1: To see if the District will vote to raise and appropriate the Budget Committee recommended sum of Two Million Four Hundred Fifty Thousand Two Hundred Thirty-Four Dollars (\$2,450,234.00) for general municipal operations, which includes \$200,000 for design and engineering fees for construction and / or renovation of fire stations located in Northfield and Tilton. This article does not include appropriations contained in special or individual articles addressed separately. *(Majority vote required.)*

Moderator Finemore does not accept the amendment because he feels you cannot list the intent.

Chief Sitar withdrew Amendment 1 and presented a new amendment to the Moderator.

AMENDMENT 2: To see if the District will vote to raise and appropriate the Budget Committee recommended sum of Two Million Four Hundred Fifty Thousand Two Hundred Thirty-Four Dollars (\$2,450,234.00) for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. *(Majority vote required.)*

Chief Michael Sitar moved, seconded by Charles Drew

Moderator Finemore opened the floor for discussion.

Discussion ensued with questions pertaining to the amount already spent in the past on plans and engineering, process to find contractors, architects, implementing another fire station committee. Chief Sitar answered that we have spent approximately \$50k since 2015, the additional \$200k will be for engineering and design fees.

Charles Mitchell motioned to call the question, seconded by Helen Hanks. Motion Passed.

Moderator Finemore asks for a voice vote to accept the amendment. **Amendment Passes**

Moderator Finemore asks for a voice vote to on the article as amended. **Article Passes as Amended**

ARTICLE 5 To see if the District will vote to adopt as a mandatory by-law the policy already utilized by the Fire Commissioners to maintain a minimum of two (2) months operating expenses in the Unassigned Fund Balance at the annual district meeting. Operating expenses shall be defined as the total amount defined in the Operating Budget as voted in the most recent annual district meeting. Two months shall equal sixteen point sixty-seven percent (16.67%) of the voted operating budget. The purpose of this by-law is to provide a prudent level of financial resources to protect against reducing service levels or the need to borrow monies or issue tax anticipation notes thusly defending the District in times when financial liabilities exceed the income of the District. This by-law is in accordance with the generally accepted accounting principles (GAAP) best practices as described by the Government Finance Officers Association (GFOA) and the Governmental Accounting Standards Board (GASB). *This article is recommended by the Board of Commissioners and Budget Committee. (Majority vote required.)*

Moved by Greg Hill, seconded by Richard Maher.

Lisa Swancott presented an amendment to the Moderator

AMENDMENT: To see if the District will vote to adopt as a mandatory by-law the policy already utilized by the Fire Commissioners to maintain a minimum of two (2) months operating expenses in the Unassigned Fund Balance at the annual district meeting. Operating expenses shall be defined as the total amount defined in the Operating Budget as voted in the most recent annual district meeting. Two months shall equal sixteen point sixty-seven percent (16.67%) of the voted operating budget. The purpose of this by-law is to provide a prudent level of financial resources to protect against reducing service levels or the need to borrow monies or issue tax anticipation notes thusly defending the District in times when financial liabilities exceed the income of the District. This by-law is in accordance with the generally accepted accounting principles (GAAP) best practices as described by the Government Finance Officers Association (GFOA) and the Governmental Accounting Standards Board (GASB). Any remaining balance of the Unassigned Fund will be returned to the taxpayers.

Moved by Lisa Swancott, seconded by Helen Hanks

Lisa Swancott spoke to the amendment stating that the excess funds would be used to offset the tax rate instead of sitting in the general fund.

Moderator Finemore opens the floor for discussion.

Discussion ensued stating that this process is already happening it's just moving it from policy to by-laws.

No further discussion Moderator Finemore calls for a voice vote. **Amendment Passes**

Joe Demello challenges the Moderators decision.

Moderator calls for a voter card vote **Yes 62, No 17, Amendment Passes**

Moderator Finemore opens the floor for discussion.

Discussion ensued stating that in the future there will be no more articles using the fund balance and money would all be raised by taxation. Last year voters approved to expend below the 16.67%, which if the district had an emergency these funds would not be available. By making it part of the bi-laws would not allow the district to drop below the percentage. No further discussion Moderator Finemore calls for a voice vote, Moderator is in doubt and asks for a voter card vote Yes 19, No 55 **Article as Amended Fails.**

ARTICLE 6 To see if the District will vote to raise and appropriate Two Hundred Sixteen Thousand Eighty-Two Dollars (\$216,082.00) for the purpose of purchasing Fire, Rescue, EMS Equipment and Ambulance Charges, with said funds to be withdrawn from the Apparatus and Equipment Special Revenue Fund established under RSA 31:95-C (Adopted March 7, 2005). Funds appropriated from this fund do not affect the tax rate. *This article is recommended by the Board of Commissioners and Budget Committee. (Majority vote required.)*

Moved by Richard Maher, seconded by Denise Dubois.

Commissioner Paul Auger spoke to the article stating that this fund is used for supplies on the ambulance and supplies needed for rescue.

Moderator Finemore opened the floor for discussion.

Discussion ensued regarding the needs of the backup cameras, spending money on a vehicle that within the next two years we are going to ask the voters to replace, gear washers and dryers for gear. Chief Sitar, stated that backup cameras would have prevented two incidents since he has been here from happening, we have spotters when available. Replacing engine one won't be on the warrant until next year, and if it passes it will still be another year before we can get rid of it.

Kevin Waldron presented an amendment to the Moderator.

AMENDMENT: To see if the District will vote to raise and appropriate One Hundred Eighty-eight Thousand Eighty-Two Dollars (\$188,082) for the purpose of purchasing Fire, Rescue, EMS Equipment and Ambulance Charges, with said funds to be withdrawn from the Apparatus and Equipment Special Revenue Fund established under RSA 31:95-C (Adopted March 7, 2005). Funds appropriated from this fund do not affect the tax rate. *(Majority vote required.)*

Moved by Kevin Waldron, seconded by Greg Hill

Moderator Finemore opened the floor for discussion.

Chief Sitar stated that the gear washer & dryer at Center St station can be moved to the new station.

Discussion ensued stating statistics of backup incidences, auto industry standards today, back up alarm is still available.

Joe Demello move to call the question, seconded by Helen Hanks. Motion Passed.

Moderator Finemore calls for a voice vote, **Amendment Fails**

Moderator Finemore calls for a voice vote on Article 6, **Article Passes**

ARTICLE 7 To see if the District will vote to raise and appropriate the sum of Fifty-Eight Thousand Two Hundred Eight-Nine Dollars (\$58,289.00) for the purpose of purchasing a Current Model Year Ford Expedition to be used as a Command Vehicle with said funds to be withdrawn from the Apparatus and Equipment Special Revenue Fund established under RSA 31:95-C (Adopted March 7, 2005). Funds appropriated from this fund do not affect the tax rate. *This article is recommended by the Board of Commissioners and Budget Committee. (Majority vote required.)*

Moved by Jason Wright, seconded by Jane Alden

Commissioner Eric Pyra spoke to the article stating that the current vehicle is ten years old, we will be replacing the command vehicle, and the one being replaced will become the vehicle for the Assistant Chief.

Moderator Finemore opened the floor for discussion.

Discussion ensued regarding the use of the command vehicle, number of calls the Chief goes to and the amount in the fund. Chief Sitar stated that he responded to about 30 calls, but also uses the vehicles to attend meetings, classes, etc.

Kevin Waldron presented an amendment to the Moderator.

AMENDMENT: To see if the District will vote to raise and appropriate the sum of Fifty-Eight Thousand Two Hundred Eighty-Nine Dollars (\$58,289.00) for the purpose of purchasing and outfitting a Command Vehicle with said funds to be withdrawn from the Apparatus and Equipment Special Revenue Fund established under RSA 31:95-C (Adopted March 7, 2005). Funds appropriated from this fund do not affect the tax rate.

Moved by Kevin Waldron, seconded by Helen Hanks

Kevin Waldron spoke to the amendment, stating that this amendment removes the restriction the Command Vehicle needing to be a current model year Ford Expedition, stating their may be better vehicles out there to look into.

Moderator Finemore opened the floor for discussion.

Discussion ensued regarding the cost of the vehicle and the equipment needed. Chief Sitar said that this amount is for the vehicle and the equipment needed, some equipment maybe able to move from the older vehicle but it's going to be used as the Assistant Chief vehicle so they won't be able to move everything over.

There being no other questions, Moderator Finemore calls for a voice vote on the Amendment. **Amendment Passes**

Kathy Mitchell moves to call the question, seconded by James Swancott. Motion Passes

Moderator calls for a voice vote on the article as amended, in doubt Moderator calls for a voter card vote.

Yes 48, No 11 **Article Passes as Amended.**

ARTICLE 8 To see if the District will vote to raise and appropriate the sum of One Thousand One Hundred Eleven Dollars (\$1,111.00) for the purpose of adding to the existing health insurance deductible expendable trust fund with said funds to be withdrawn from the Unassigned Fund Balance. Funds appropriated from this fund do not affect the tax rate. *This article is recommended by the Board of Commissioners and Budget Committee. (Majority vote required.)*

Chief Michael Sitar moved, seconded by Kaitlin Lounsbury

Commissioner Paul Auger spoke to the article stating that this is replenishing monies used in 2018.

Moderator Finemore opened the floor for discussion.

There being no discussion, Moderator called for a voice vote. **Article Passed.**

ARTICLE 9 To see if the District will vote to raise and appropriate the sum of Nine Thousand Fifty-Five Dollars (\$9,055.00) for the purpose of adding to the existing Fire Prevention Expendable Trust Fund with said funds to be withdrawn from the Unassigned Fund Balance. Funds appropriated from this fund do not affect the tax rate. *This article is recommended by the Board of Commissioners and Budget Committee. (Majority vote required.)*

Chief Michael Sitar moved, seconded by Jason Wright

Commissioner Paul Blaisdell spoke to the article stating that these are permit fees removed from the operating budget and deposited to this fund.

Moderator Finemore opened the floor for discussion.

There being no discussion, Moderator called for a voice vote. **Article Passed.**

ARTICLE 10 To see if the District will vote to raise and appropriate the sum of Three Thousand Three Hundred Twenty-Five Dollars (\$3,325.00) for the purpose of purchasing materials, tools and equipment related to public education, code enforcement, training, etc. with said funds to be withdrawn from the Fire Prevention Expendable Trust Fund. Funds appropriated from this fund do not affect the tax rate. *This article is recommended by the Board of Commissioners and Budget Committee. (Majority vote required.)*

Jason Wright moved, seconded by Jane Alden

Commissioner Paul Blaisdell spoke to the article, stating that this is to replenish funds used for training in 2018.

Moderator Finemore opened the floor for discussion.

There being no discussion, Moderator called for a voice vote. **Article Passed.**

ARTICLE 11 To see if the District will vote to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000.00) to be added to the Land & Building Capital Reserve Fund previously established. *This article is recommended by the Board of Commissioners and Budget Committee. (Majority vote required.)*

Chief Michael Sitar moved, seconded by Charles Mitchell

Commissioner Paul Auger spoke to the article stating that the funds are to be added to the fund to be available for when we have an approved building plan.

Moderator Finemore opened the floor for discussion.

Kevin Waldron presented an amendment to the Moderator.

AMENDMENT: To see if the District will vote to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000.00) to be added to the Land & Building Capital Reserve Fund previously established with said funds to be withdrawn from the Unassigned Fund Balance.

Moved by Kevin Waldron, seconded by Lisa Swancott

Moderator opened the floor for discussion.

Chief Sitar stated this could hurt our chances in getting a bond because the banks look at the GASB and other financial standards, we'll end up with a higher interest rate.

Moderator calls for a voice vote on the article as amended, in doubt Moderator calls for a voter card vote.

Yes 24, No 18 **Amendment Passes**

No further discussion, Moderator calls for a voice vote on the article as amended **Article Passes as Amended.**

ARTICLE 12 To see if the District will vote to establish a contingency fund per RSA 32:98-a and vote to appoint the Board of Commissioners as agents to expend from the contingency fund for the current year for unanticipated expenses that may arise and further to raise and appropriate Twenty Thousand Eight Hundred Eighty-Seven Dollars (\$20,887.00) to put in the fund. This sum to come from the Unassigned Fund Balance. Any appropriation left in the fund at the end of the year will lapse to the general fund. Funds appropriated from this fund do not affect the tax rate. *This article is recommended by the Board of Commissioners and Budget Committee. (Majority vote required.)*

Moved by Charles Mitchell, seconded by Jane Alden

Commissioner Paul Blaisdell spoke to the article, stating that this fund will come out of the unassigned fund balance. With what has already been approved tonight is already below the 16.67%.

Moderator opened the floor for discussion.

Discussion ensued asking where the dollar amounts come from. Chief Sitar stated that this comes from 1% of the previous year's budget controlled by RSA. This is in case of emergencies, because to draw from the unassigned fund balance you have to go through NH DRA.

There being no further discussion Moderator Finemore calls for a voice vote. **Article Passes.**

ARTICLE 13 Addressed at the beginning of the meeting.

ARTICLE 14 To transact any other business that may legally come before the meeting.

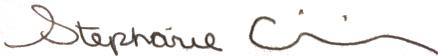
Moderator Kent Finemore, Thanked Commissioner Paul Blaisdell for his years of service.

Jon Cilley stated he has a petition going on to allow the public to view the survey.

Kevin Waldron, thanked Paul Blaisdell, Kent Finemore, and congratulated Jon Cilley.

There being no other business meeting adjourned at 11:22pm

Respectfully submitted,



Stephanie Giovannucci, District Clerk