

Tilton-Northfield Fire & EMS Commissioners' Budget Workshop

Meeting Called By: Commissioners

Date, Time: 09/29/2020, 6:00 PM

Transcribed By: Kathy Tobine

Location: Tilton Town Hall
Downstairs Meeting Room
257 Main Street
Tilton, NH

Commissioner Pyra called the 2021 Budget Workshop to order at 6:00 PM.

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

Operating Budget

4130 Executive - \$8,000

Chief Sitar commented the Commissioners should decide what the elected officials should be paid. The Clerk's duties were discussed. Commissioner Pyra questioned whether they should wait for Commissioner Auger before voting on this line.

Commissioner Cilley commented about the increase of the Board to five members.

Kathy commented the Board must remain a three-member Board per RSA. She will provide the information at the next meeting.

Commissioner Pyra made a motion to level fund Line 4130 Executive at \$8,000.

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

4140 Elections - \$2,000

Commissioner Pyra made a motion to level fund Line 4140 Elections at \$2,000.

Commissioner Cilley seconded the motion. Discussion ensued about being able to revisit this once all payments have been made. There being no further discussion, vote was taken. Motion passed.

4150 Auditing - \$8,100

Commissioner Pyra made a motion to level fund Line 4150 Auditing at \$8,100.

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

4153 Legal Expense - \$5,000

Discussion ensued about the increase in Legal Expense. The agreement with the water department on the pressurized hydrants was discussed. The Board agreed to by-pass this line at this time.

4155 Personnel Administration

The Board agreed to wait on this line.

4194 General Government Buildings

410 Electricity - \$10,061

- 410.01 Center Street Station: \$5,500
- 410.02 Park Street Station: \$4,200
- 410.03 Park Street Tower: \$1

- 410.04 Spaulding Tower: \$360

Discussion ensued about electricity usage.

Commissioner Cilley made a motion to fund Line 410 Electricity at \$10,061 as proposed by the Chief. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

411 Heating Fuel - \$7,085

- 411.01 Center Street Station: \$4,360
- 411.02 Park Street Station: \$2,275

Chief Sitar explained we received a notice from Liberty Utilities that rates are increasing 8.8% in October.

Commissioner Pyra made a motion to fund Line 411 Heating Fuel at the Chief's recommendation of \$7,085 which represents an 8.8% increase based on the notice received. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

412 Water - \$900

- 412.01 Center Street Station: \$650
- 412.02 Park Street Station: \$250

Chief Sitar commented that he had decreased each station due to usage. Discussion ensued about the decrease in usage due to the shower being added at Park Street as well as the additional four personnel.

Commissioner Cilley made a motion to fund Line 412.01 Center Street \$900 and Line 412.20 Park Street at \$400. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

413 Sewer - \$800

- 413.01 Center Street Station: \$500
- 413.02 Park Street Station: \$300

Discussion ensued about sewer usage.

Commissioner Pyra made a motion to fund Line 413.01 Center Street Station sewer at \$600 and Line 413.02 Park Street Station sewer at \$375. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

430 Repairs & Maintenance \$37,715

Chief Sitar commented he level funded Repairs & Maintenance. Discussion ensued about fire alarm monitoring. Replacing the bathroom floor at Center Street was discussed. The LED lighting was reviewed. The addition of four personnel, sleeping facilities and the possibility of a female firefighter were discussed.

- 430.01 Center Street Station: \$5,500
- 430.05 Center Street Fire Alarm Monitoring: \$360
- 430.011 Generator: \$100

Commissioner Pyra made a motion to level fund Center Street Repairs & Maintenance Lines 430.01, 430.05 and 430.011 at \$5,960. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

- 430.02 Park Street Station
- 430.06 Park Street Fire Alarm Monitoring

Discussion ensued about the bathroom being ADA compliant. The shed, TNFD Sign on the station, the underground tank, separator, etc. were discussed.

Commissioner Cilley made a motion to level fund Line 430.02 Park Street Station at \$5,500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

- 430.03 Custodial Supplies
- 430.08 Dumpster

Discussion ensued about the cost of custodial supplies. Commissioner Cilley made a motion to fund Line 430.03 at \$4,450 and Line 430.07 at \$1,210 per the Chief's recommendation. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

- 430.04 Grounds Keeping: \$350
New Push Mower: \$300
- 660.11 Riding Mower: \$100

Chief Sitar explained that the grounds keeping budget will not be expended this year. Discussion ensued about the push mower.

Commissioner Cilley made the motion to fund Line 430.04 Grounds Keeping at \$350, the push mower at \$389 and Line 660.11 Riding Mower at \$100. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

- 430.08 Shedd Road Communications Tower: \$1
- 430.081 Shedd Road Tower Monitoring: \$996

Discussion ensued about the monitoring of the Shedd Road Tower and the equipment used. The coverage provided by the tower was reviewed.

Commissioner Pyra made a motion to fund the whole Shedd Road Communications Tower at \$997. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

- 430.09 Park Street Communications Tower: \$1
- 430.091 Park Street Tower Monitoring: \$1

Commissioner Pyra asked if these were place holders. Chief Sitar replied they are.

Commissioner Cilley made a motion to fund Line 430.09 Park Street Communications Tower at \$1 and 430.091 Park Street Tower Monitoring at \$1. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

It was decided that once Chief Sitar receives a price to replace the bathroom floor at Center Street it would be revisited.

4196 Insurance

The Board agreed to skip this line until we received the not to exceed numbers.

4220 Fire

100 Salaries & Wages

The Board agreed to wait on this line.

335 School/Training Fees

Discussion ensued about training. The Board agreed to skip this line since the Chief is still working on his budget.

341 Telephone - \$7,800

- 341.1 Office Telephones: \$2,200
- 341.2 Cell Phones: \$3,500
- 341.5 Internet: \$2,100

Chief Sitar explained the office telephones and cell phones are under contract. Discussion ensued about the increase in Internet service. The cell phones and iPads were reviewed.

Commissioner Pyra made a motion to approve Line 341.1 Office Telephones for \$2,200, Line 341.2 Cell Phones for \$3,500 and Line 341.5 Internet for \$2,100. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

342 Information Technology

The Board agreed to hold off on this line pending the annual meeting with our IT people. Commissioner Cilley asked if these were annual or 3-year renewing contract. Chief Sitar replied that FireHouse is annual, IT Services is a 3-year contract, plus Microsoft Office 365, the website stays the same.

350 Medical Services

Discussion ensued about the annual and new employee physicals. The Board agreed to review this line later.

392 Background Checks

Discussion ensued about Background Checks. The Board agreed to review this later.

390 Other Professional Services - \$1

Commissioner Cilley asked what Other Professional Services was. Kathy commented when they did the pay study that fell under this line.

Commissioner Cilley made a motion to fund Line 390 Other Professional Services at \$1 to keep the line open. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

550 Printing - \$500

Discussion ensued about what this line covers.

Commissioner Pyra made a motion to fund Line 550 Printing at the Chief's recommended budget of \$500. Commissioner Cilley seconded the motion. There being no discussion, vote was taken. Motion passed.

560 Dues & Subscriptions

Commissioner Cilley requested they hold off on this line as he would like to discuss this in a regular meeting.

620 Office Supplies - \$3,150

- 620 Office Supplies: \$3,000

Commissioner Cilley made a motion to fund Line 620 Office Supplies at \$3,000. Commissioner Pyra seconded the motion. There being no discussion, vote was taken.

- 620.1 Data Destruction: \$150

Commissioner Cilley asked if we pay outside because of HIPPA. Chief Sitar commented we do. Discussion ensued about the shredding.

Commissioner Cilley made a motion to fund Line 620.1 Data Destruction \$150. Commissioner Pyra seconded the motion. There being no discussion, vote was taken.

625 Postage - \$500

Chief Sitar explained that in 2018 there was a price increase in postage, so the Board decided to prebuy. Discussion ensued.

Commissioner Cilley made a motion to fund Line 625 Postage at \$500. Commissioner Pyra seconded the motion. There being no discussion, vote was taken. Motion passed.

660 Vehicle Maintenance & Repairs

Commissioner Pyra asked which vehicle is being replaced. Chief Sitar responded Engine 1. Discussion ensued about the new engine.

Other Business

The manifests of September 29th were reviewed and signed.

Adjournment

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

Meeting adjourned at 7:41 PM.

Respectfully submitted,

Kathy Tobine

Kathy Tobine
Administrative Assistant

Next Meeting Date, Time, Place: October 6, 2020 at 5:30 PM.
Tilton Town Hall
Downstairs Meeting Room
247 Main Street
Tilton, NH