

Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By: Commissioners

Date, Time: 11/30/2020, 6:00 PM

Transcribed By: Beth Joslin

Location: Park Street Station
149 Park Street
Northfield, NH

Present: Jason Wright, Kevin Waldron, Katherine Dawson, Scott Lewandowski, Commissioner Eric Pyra, and Administrative Assistant Kathy Tobine. Attending electronically due to COVID-19: Jane Alden and Charlie Broughton

Jason Wright called the meeting to order at 6:02 pm

Jason commented that they have a quorum and asked Commissioner Pyra to read the following statement.

As stand in for the chair of the Board he finds that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing a Microsoft Teams for this electronic meeting.¹ All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone number 603-370-3071 and the password is 581378643#, or by clicking on the following website provided prior to the meeting upon request.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Microsoft Teams or telephonically. Instructions have also been provided on the website of the Tilton-Northfield Fire District at: www.tnfd.org.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call 603-286-4781 or email at: info@tnfd.org.

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

New Business

Katherine Dawson suggested that they vote a chair and vice chair.

Kevin Waldron asked if there was an agenda

Kathy commented that it was left up to them to run this meeting as they see fit. The numbers are still being updated and the Commissioners have not quite finished their portion.

Jason commented that he was disappointed that 1. Chief Sitar was not present, 2. The Commissioner have not finished their portion and 3. That he just got the numbers and that they were not complete.

Kevin agreed with Jason's statement that the documents are incomplete. He commented he wasn't sure if the Commissioner was confident in answering any questions. Commissioner Pyra replied that he would answer questions to the best of his ability.

Jason asked if the 2020 actual was what we have spent as of today. Kathy replied that it was.

Katherine commented that she is not used to budgeting waiting on someone else's budget. Discussion ensued regarding budgeting process.

Jason commented that he believes the first order of business is to elect a new chair. Jason nominated Jane Alden. Jane declined as she is currently chairing the planning board, but appreciated the nomination.

Commissioner Pyra nominated Jason Wright to be chair. Jason declined.

Scott asked if they were any bylaws or guidelines they were following. Kathy commented that it was Roberts Rules. Katherine commented that those were advisory. Discussion ensued.

Commissioner Pyra nominated Katherine Dawson for chair. Jason and Jane seconded the nomination.

Kevin asked if the Commissioner's representative was a voting member. Katherine replied that he was because he is not a representative but an ex-officio member. Discussion ensued regarding Commissioner Pyra's role on the board.

Jason asked for roll call voting to approve Katherine Dawson as chair.

Wright: Yes

Alden: Yes

Broughton: Yes

Pyra: Yes

Lewandowski: Yes

Waldron: No

Dawson: Abstained

Katherine commented that as chair she is not the voice of the committee that her duty is to keep order during the meetings. If they want the chair to do more than that then they will have to give the authority to do that. Discussion ensued regarding duties of the chair.

Katherine stated that they should appoint a vice chair. Kevin asked what if they don't want to do that? Katherine replied that she recommends it as at the last meeting there was no chair present and it was a little convoluted.

Scott commented that he knew they needed to have a quorum but was not sure where it had said anything about chair or vice chair. Discussion ensued regarding chairs and quorums.

Katherine nominated Jane Alden to be Vice Chair. Jason seconded the nomination.

Katherine asked for roll call voting of those attending electronically to approve Jane Alden as vice chair.

Jane: Abstain

Charles: Yes

Katherine asked for vote to be taken of those present in person. Vote was unanimous.

Katherine asked the committee if they would like to work through any of the budget or take time to look through it and formulate questions.

Scott stated that he would like to review it before they go too deep and asked Commissioner Pyra if he could give them a snap shot of what the goals are and the major things that they either want to happen or have to happen.

Commissioner Pyra replied that the biggest thing would be the with the SAFER grant and the addition of four personnel. The grant covers the majority but there are additional costs such as uniforms, physicals, possibly additional insurance depending on the plan they choose. Discussion ensued regarding the SAFER Grant and collective bargaining

Katherine asked if the Chief and Deputy Chief had contracts and if they were salaried. Kathy replied that the Chief has a contract, the Deputy does not. Both the Chief & Deputy are salary and everyone else is hourly. Katherine asked if there was only one deputy. Kathy replied that there was also Deputy Robinson on the call company and he is paid hourly and is not full time. Katherine requested the board receive a copy of Chief Sitar's contract.

Scott asked Commissioner Pyra what they are looking at for capital spending this year. He responded that the wish list is an engine, an ambulance, and a new car for the deputy.

Katherine asked if the District had any contractual obligations. Kathy replied that they do not, they have no outstanding debt.

Katherine asked how many reserve funds they have. Kathy responded that they have the Apparatus & Equipment fund, Fire Prevention and explained what each was for. Katherine requested the balances of the funds and their purpose for the board to review at the next meeting.

Commissioner Pyra mentioned the contract for the pressurized hydrants. Discussion ensued regarding the contract.

Scott asked what the balance of the apparatus and equipment fund balance was. Kathy replied that at the end of October it was \$670,355.50 Discussion ensued regarding the balance.

Katherine stated the next order of business was to decide when and where the next meeting will be. Various days are discussed.

The board decided to meet Friday, December 4, 2020 at 5:30 pm

Katherine made a motion that the Budget Committee meets Fridays at 5:30 pm. Jason seconded the motion.

Alden: Yes

Broughton: Yes

Katherine asked for vote to be taken of those present in person. Vote was unanimous.

Location was discussed as the Park Street Station was not ideal for the electronic connection. Tilton Town Hall is closed. Kevin commented that Northfield Town Hall was supposed to open and they have a new AV system in the meeting room, they will need to ask if they can use it.

Adjournment

Jason made a motion to adjourn. Commissioner Pyra seconded the motion. Being no discussion, vote taken. Motion passed.

Meeting adjourned at 6:50 pm.

Respectfully submitted,

Beth Joslin

Beth Joslin
Office Clerk

Next Meeting Date, Time, Place: December 4, 2020 at 5:30 PM.
Park St Station
149 Park Street, Northfield, NH