

# Tilton-Northfield Fire & EMS Budget Committee Meeting

Meeting Called By: Budget Committee

Date, Time: 4/16/2021, 6:00 PM

Transcribed By: Beth Joslin

Location: Northfield Town Hall  
21 Summer Street  
Northfield, NH

## Call to Order

Katherine Dawson called the meeting to order at 6:10 PM.

The Chair of the Budget Committee 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 in person and electronically.

Please note that the physical location to attend the meeting is Northfield Town Hall at 21 Summer Street in Northfield.

Let's start the meeting by taking a roll call attendance.

## Attendance

Katherine Dawson, Jane Alden, Kevin Waldron, Scott Lewandowski, Jason Wright, Chief Michael Sitar and Administrative Assistant Kathy Tobine

Attending electronically: Charlie Broughton and Fire Commissioner Eric Pyra

## New Business

### Elect Chair

Jane nominated Katherine Dawson for chair. Jason seconded the nomination. Being no discussion, vote was taken.

*Jane: Yes*

*Kevin: Yes*

*Scott: Yes*

*Jason: Yes*

*Charlie: Yes*

*Eric: Yes*

*Katherine: Abstain*

Motion Passed.

### Elect Vice-Chair

Jason stated that he would be vice chair.

Kevin nominated Jason Wright for Vice Chair. Jane seconded the nomination. Being no discussion, vote was taken.

*Jane: Yes*

*Kevin: Yes*

*Scott: Yes*

*Jason: Yes*

*Charlie: Yes*

*Eric: Yes*

*Katherine: Yes*

Motion Passed.

### Review Budgeting Process

Katherine commented that she is relatively new to the Fire District budgeting process and feels it will be helpful to see how the Commissioner spend money. They reviewed reports that showed spending this year through March 31, 2021. Katherine requested that they receive the expense report monthly.

Katherine asked how often the committee wants to meet and asked how they want to proceed with figuring out the budget, whether they want to start from scratch or go off the Commissioners budget as has been done in the past. Discussion ensued regarding the process.

It was agreed that the budget committee would start working on the budget in the fall.

### Expenditures

Chief Sitar discussed the budget commenting that the current overages are:

- Legal Expenses

TNFD Commissioner's Meeting

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Chief Sitar commented that its one of those lines that you don't know what you will need till you need it. Jason asked how things were with the water district. Kathy replied that the district has been billed the non-contract rate for the hydrants which was an increase of \$17,000 per quarter.

- Spaulding Tower

Chief Sitar stated that this was their first year paying electricity at that location and they didn't know for certain what it would cost. The line is almost completely expended.

- Maintenance of Center Street Station

Chief Sitar explained that the boiler cracked and needed to be replaced, the lowest bid came in at \$9,500. Kevin asked if that was something they could use the contingency fund for. Chief Sitar replied that it could be used at the end of the year if they need to.

- Engine 3

They have spent 128% of what was budgeted for Engine 3.

- Car 3

Chief Sitar commented that they have spent 252% of the budgeted amount for the Deputy's car.

Chief Sitar stated that as of March they are 24% through the budget year and have spent 21% of the budget. Kathy stated that a member of the department has left which means that the insurance is up in the air as, the person who left was an opt out and they do not know what plan the new hire will choose.

Scott asked if there were any big items on the radar for next year's budget. Chief Sitar replied that they are looking to replace Car 3 but not much else at this point other then potential funding for a fire station.

Kevin asked what the status was of the Fire Station committee. Kathy replied that there will be a press release looking for members for both a Building Design Committee and a Funding Committee for the SAFER employees. Discussion ensued.

**Meeting Minutes**

January 22, 2021

Kevin made a motion to accept the minutes of January 22<sup>nd</sup> as written. Jane seconded the motion. There being no discussion, vote was taken.

<i>Jane: Yes</i>	<i>Kevin: Yes</i>	<i>Scott: Yes</i>	<i>Jason: Yes</i>
<i>Charlie: Yes</i>	<i>Eric: Yes</i>	<i>Katherine: Yes</i>	Motion Passed.

**Adjournment**

Jason made a motion to adjourn. Jane seconded the motion. There being no discussion, vote was taken.

<i>Jane: Yes</i>	<i>Kevin: Yes</i>	<i>Scott: Yes</i>	<i>Jason: Yes</i>
<i>Charlie: Yes</i>	<i>Eric: Yes</i>	<i>Katherine: Yes</i>	Motion Passed.

Meeting adjourned at 6:51 P.M.

Respectfully submitted,

*Beth Joslin*

Beth Joslin  
Office Clerk

Next Meeting Date, Time, Place:	June 11, 2021 at 5:00 PM. Northfield Town Hall 21 Summer Street, Northfield, NH
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