

Tilton-Northfield Fire & EMS Budget Committee

Meeting Called By: Budget Committee

Date, Time: 11/20/2023, 5:00 PM

Transcribed By: Courtney Palmer

Location: Tilton Police Station
Community Room
45 Sanborn Road
Tilton NH

Budget Committee Members

Katherine Dawson – Chair, Jason Wright – Vice Chair, Jane Alden, Paul Blaisdell, Charles Broughton, Scott Lewandowski, Eric Pyra – Commissioner Representative

Call to Order

Katherine Dawson called the meeting to order at 5:09 PM

Attendance

Katherine Dawson, Paul Blaisdell, Charles Broughton, Scott Lewandowski, Jason Wright, Commissioner Eric Pyra, Chief Michael Sitar, Administrative Manager Kathy Tobine

Minutes

Jason made a motion to accept the minutes of 10.30.23. Charles seconded the motion. There being no discussion, a vote was taken. Motion passed.

Budget

Discussion ensued about the District Clerk.

Legal fees were reviewed. Chief Sitar informed the Committee that the District has been billed a retainer for the court case.

4130 Executive: \$9,500

4140 Elections: \$2,500

4150 Auditing: \$8,300

4153 Legal Expense: \$10,000

Jason made a motion to fund line 4130 Executive: \$9,500; 4140 Elections: \$2,500; 4150 Auditing: \$8,300; and 4153 Legal Expense: \$10,000. Scott seconded the motion. There being no discussion, a vote was taken. Motion passed.

4155 Personnel Administration

Jason made a motion to fund line 4155 Personnel Administration at \$1,019,496. Scott seconded the motion. There being no discussion, a vote was taken. Motion passed.

4194 General Government Buildings

Discussion ensued about electricity and heat.

Chief Sitar discussed a new sign for Park Street and a new key fob system. There was discussion about a \$53,000 grant that TNFD will be awarded. Chief Sitar mentioned that they will have to spend the money first before they get it back.

Jason made a motion to approve line 4194 for \$122,114. Charles seconded the motion. Paul wanted to know the difference between the Chief's budget and the Commissioner's. Chief Sitar mentioned electricity and lead paint removal at Center Street. There being no more discussion, a vote was taken. Motion passed.

4196 Insurance

Scott made a motion to fund line 4196 at \$102,211. Jason seconded the motion. There being no discussion, a vote was taken. Motion passed.

4220 Salaries & Wages

There was discussion about the 10.8% pay increase and if that would be enough. Chief Sitar discussed incentive plans that he considered, including a longevity plan of a 1% raise every year or a 3% raise every 5 years, and additional certification and degree incentives. Extensive discussion ensued.

Extensive discussion ensued comparing pay at TNFD to pay at fire departments in surrounding towns.

The Budget Committee requested that 10.8% plus degrees be figured out for the next meeting.

335 School/Training Fees

Chief Sitar explained that he puts out a yearly training sign-up, and that is how he gets the amount in Line 335. Paul commented that the amount from the past couple of years has changed dramatically for this line.

Discussion ensued about different training courses.

Paul questioned the need for an outside instructor, being that it is \$1,800.

Paul made a motion to reduce Line 335 to \$19,175. Jason seconded the motion. There being no further discussion, a vote was taken. Motion passed.

341 Telephone

There was a brief discussion about the cellular service cost and how many devices there are.

Scott made a motion to approve Line 341 at \$14,430. Charles seconded the motion. There being no further discussion, a vote was taken. Motion passed.

342 Information Technology

Chief Sitar explained the need for new computers.

The "(encumbered funds)" under Line 342.11 was from last year.

Chief Sitar explained that there was a security audit for the new website.

Charles made a motion to approve line 342 at \$40,979. Paul seconded the motion. There being no further discussion, a vote was taken. Motion passed.

350 Medical Services

Charles made a motion to approve Line 350 at \$13,860. Scott seconded the motion.

Paul questioned the number of employees anticipated for next year.

There being no further discussion a vote was taken. Motion passed.

390 Other Professional Services

Commissioner Pyra made a motion to approve Line 390 at \$1. Charles seconded the motion. There being no discussion, a vote was taken. Motion passed.

392 Background Checks

Paul made a motion to fund line 392 at \$520. Charles seconded the motion. There being no discussion, a vote was taken. Motion passed.

550 Printing

There was a brief discussion about anticipated printing this year. Kathy went over the current printing needs.

Scott made a motion to fund Line 550 at \$250. Commissioner Pyra seconded the motion.

Paul asked Chief Sitar if he thought \$250 would be enough for printing. Kathy responded that she can order envelopes this year so that less money needs to be spent next year.

There being no further discussion, a vote was taken. Motion passed.

560 Dues and Subscriptions

Not all the dues and subscription renewals are in for the year. There was some confusion about the totals.

Chief Sitar mentioned that they are adding the Hass Alert next year, which will alert cars to fire engines and ambulances in service on the road. Discussion ensued.

The Budget Committee would like the numbers in Line 560 to be populated for the next meeting.

620 Office Supplies

Paul made a motion to approve Line 620 at \$3,150. Charles seconded the motion.

Paul asked if Kathy could buy office supplies this year with the money still available in the 2023 budget. Kathy said they should be able to.

After this discussion, a vote was taken. Motion failed.

Paul made a motion to fund Line 620 at \$1,459, the amount carried over from this year. Jason seconded the motion. There being no discussion, a vote was taken. Motion passed.

620.1 Data Destruction

Paul made a motion to fund Line 620.1 at \$150. Jason seconded the motion. There being no discussion, a vote was taken. Motion passed.

625 Postage

Scott made a motion to approve line 625 at \$500. Charles seconded the motion. There being no discussion, a vote was taken. Motion passed.

635 Gasoline

Paul made a motion to fund line 635 at \$7,000. Charles seconded the motion. Paul mentioned that only \$4,376 has been spent so far this year on gasoline. Discussion ensued. After discussion, a vote was taken. Motion failed.

Paul made a motion to fund line 635 at \$6,000. Scott seconded the motion. There being no discussion, a vote was taken. Motion passed.

636 Diesel

Discussion ensued about the 2023 actual being \$17,824.

Scott made a motion to fund line 636 at \$24,000. Jason seconded the motion. There being no further discussion, a vote was taken. Motion passed.

670 Books & Periodicals

Paul made a motion to fund line 670 at \$85. Charles seconded the motion. There being no discussion, a vote was taken. Motion passed.

680 Departmental Awards

Charles made a motion to approve line 680 at \$3,000. Scott seconded the motion. There being no discussion, a vote was taken. Motion Passed.

685 Uniforms

There was a brief discussion about uniform types and allowances.

Scott made a motion to approve line 685 at \$13,050. Paul seconded the motion. There being no further discussion, a vote was taken. Motion passed.

690 Miscellaneous

Paul made a motion to fund line 690 at \$1. Jason seconded the motion. There being no discussion, a vote was taken. Motion passed.

775 Dry Hydrants & Cisterns

Jason made a motion to fund line 775 at \$2,000. Charle seconded the motion.

Kathy mentioned that this is for regular maintenance and repairs. Scott pointed out that only \$349 has been spent so far this year. Discussion ensued.

Jason amended his motion to approve line 775 at \$1,000. Scott seconded the motion. There being no further discussion, a vote was taken. Motion passed.

Other Business

Paul requested a copy of the training schedule and metrics for the proposed incentives from Chief Sitar.

Adjournment

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

The meeting adjourned at 7:30 PM.

Respectfully submitted,

Courtney Palmer

Courtney Palmer
Administrative Assistant

Next Meeting Date, Time, Place:

December 4, 2023, 5:00 P.M.
Tilton Town Hall
Downstairs Meeting Room
257 Main Street
Tilton, NH