

Minutes
Nottingham Budget Committee Meeting
February 1, 2018

1 **Members Present:** Jennifer Biron, Miska Hadik, Michael Koester, Carrie Lee, Erin Maskwa, Peter
2 White, Anthony Dumas – BOS Rep,

3 **Excused Absences:** Les Thompson, Karyl Martin, Susan Levenson – School Board Rep

4 **Other in Attendance:** Secretary Dawn Calley-Murdough, Town Administrator Chris Sterndale,
5 Chief Jaye Vilchock, Sandra Vilchock

6 Chair Hadik called the meeting to order and introductions were completed.

7 **2nd Draft Town 2018 Budget:** Chief Vilchock presented the highlights of the proposed Fire Rescue
8 Department budget. He stated, ~~stating~~ the department is fully staffed with three full time members.
9 Additional funds are requested to increase the pay and number of hours needed for Part Time staff,
10 as these individuals typically fill in during open shifts when regular staff is at training or on
11 vacation.

12 Fire Departments, overall, are having a harder time finding on-call firefighting and EMT staff. This
13 is in part due to the difficult and lengthy training. The lack of on-call staff ~~and~~ is putting a strain on
14 existing volunteer staff. and in response an effort to try and get more members, the budget is set
15 for a higher amount for volunteer stipends. Mr. Sterndale reported the volunteer stipend is a pool of
16 money that is divided between all on call members and is based on a point system. Points are
17 provided according to participation with the department and account for the number of attended
18 meetings and trainings, as well as the number of calls volunteers respond to.

19 Ms. Lee asked about the probationary period. Chief Vilchock reported it is typically an intensive 6
20 to 12 months, depending on existing experience, training, and certifications. Dover High School
21 and individuals in the military can receive training that transitions to state certifications.

22 There is a 20% decrease in department association Dues, with fewer and/or a change of membership
23 to different organizations. The department is asking for additional Training funds as more training
24 is being provided to staff and new members to try and increase department staff numbers. The
25 courses are expensive and the financial help is being offered to provide incentive. The department
26 also provides monthly training to all regular and volunteer staff.

27 Chief Vilchock reported he is anticipating additional repair work on some of the vehicles and
28 equipment, which will need to be completed before the next vehicle inspection late in 2018.

29 The department is proposing repairs to the damaged McCrillis Road dry hydrant, for safety,
30 changing from PVC to a heavier duty iron material. The iron should prevent future potential winter
31 damage ~~with from~~ snow plowing, which has been seen with PVC pipes, and ~~has a an expectation of~~
32 ~~a longer~~ expected life span. The department no longer allows installation of PVC dry hydrants.

33 Chair Hadik asked if the pipe would be moved to a new location. Chief Vilchock reported it will
34 remain in the same general location, but repairs will be based on the recommendations of the
35 repairing contractor.

36 The department is seeing an overall 10% increase in the operating budget.

37 Mr. White asked how often the dry hydrants need to be repaired. Mr. Koester asked if the
38 department would consider replacement of dry hydrants before failure. Chief Vilchock reported
39 many of the PVC dry hydrants have already been repaired to heavier material and he expects to see
40 a decrease in future repairs. Prior repairs have taken place approximately every two to three years.

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41 Chief Vilchok reported there is a difference between the dry hydrants and the cisterns.

42 It was explained that a dry hydrant is connected to an existing water source and a cistern is a water
43 holding tank. Chair Hadik asked if there should be any consideration for a cistern replacement
44 reserve fund, especially if there is significant replacement cost and asked about the average lifespan.
45 Chief Vilchok reported the average lifespan is approximately thirty years. ~~There~~ There hasn't been
46 discussion ~~of establishing for~~ a reserve fund, ~~and he~~ He includes repairs and maintenance in the
47 operating budget for the department. He is not typically in favor of having a lot of cisterns, ~~one~~
48 because they become the responsibility of the town after installation and there are other methods for
49 fire protection.

50 Chief Vilchok reviewed the Ambulance budget and stated all expenses for the Ambulance are paid
51 from the revenues generated from operating the ambulance. This accounts pays for the Ambulance
52 operating expenses, training, and future replacement of the ambulance. The exception to this is that
53 all salary lines are included in the town operating budget.

54 Chief Vilchok reviewed the process ~~of for~~ ALS (Advanced Life Support) services and billing,
55 ~~which is~~ provided by a private billing company.

56 Ms. Biron asked for the available balance in the Ambulance Fund. Mr. Sterndale reported there is
57 approximately \$100,000.00 in the fund, after the recent purchase of the new ambulance. Chief
58 Vilchok reported there is an average amount of \$50,000.00 in ambulance revenues each year.

59 Mr. Koester asked about the large difference between the actual expenditures and budgeted supplies
60 for the Supplies/Equipment account. Chief Vilchok reported he was notified one of the vehicles
61 had a broken head gasket and expected to schedule the repairs later in 2017. He held back utilizing
62 funds for other planned supply purchases/repairs to make sure there was enough money in the
63 department budget to pay for the costly vehicle repair. However, when the vehicle was inspected it
64 was determined the repair was not needed. It was then too late to purchase the supplies that would
65 have been regularly purchased.

66 Chief Vilchok reviewed the need for the department to replace the 15 SCBA (self-contained
67 breathing apparatus) units, stating required replacement is every 15 years and the prior purchase
68 ~~taking took~~ place in 2002. There is an estimated total expense of \$150,000.00 to replace all SCBA
69 units for the department. The suggested plan is to save half the funds in 2018, fund the second half
70 in 2019, and purchase all equipment in the same year for easier expiration management. There is
71 also a plan to save funds annually for the next purchase in 2034 with a new reserve fund.

72 Chair Hadik asked what the purchase of the SCBA equipment will do to the reserve fund. Mr.
73 Sterndale explained that traditionally the Fire Chief has attempted to maintain a level funding
74 amount of approximately \$100,000.00 into Fire Department capital reserve funds. Chief Vilchok
75 stated the \$100,000.00 proposed for 2018 will support the SCBA purchase request in 2019. There
76 will be a few years to replenish the fund with the next vehicle purchase planned in 2023/2024.

77 Chief Vilchok reviewed the proposed 2018 request for purchase of a new fire truck, stating the
78 department is using a slightly different approach this year. He will seek bids for a new fire truck if
79 the warrant article is approved, establishing vehicle specs within the approved dollar amount. The
80 department will seek a similar size pumper engine with a larger capacity water holding tank.

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Mr. White asked if this was the same style truck as requested previously. Chief Vilchock stated he requested a Quint two years ago, which didn't receive voter approval, ~~and h~~He is now requesting a regular engine for the department. Mr. Sterndale reported the Chief is exchanging the aerial capabilities of the Quint for an engine with a larger water capacity.

Mr. Koester asked how much water is used for an average structure fire. Chief Vilchock reported a total loss situation can result in tens of thousands of gallons of water. Chair Hadik reported the recent fire on Revolutionary Way depleted the 30,000 gallon cistern/dry hydrant, along with all the regularly used trucks.

The department is proposing \$100,000.00 into the Fire Vehicle capital reserve fund.

Mr. Dumas asked if additional consideration should be given about creating a reserve fund for replacement of the cisterns. Chief Vilchock reported he has some historical cistern data that could be provided and a reserve account could be created, ~~and T~~the information ~~would will~~ be provided to the Town Administrator.

General Town Updates: Mr. Dumas stated a question about the new tariffs impacting the town installation of solar was asked at the prior meeting. Mr. Sterndale reported the tariffs shouldn't impact the town, as the purchase price is already part of the contract.

Mr. Hadik reminded the committee the public hearing for the town budget will be on Thursday, February 8th at 7:00 pm at the Nottingham Town Offices.

Mr. Dumas reported the town is waiting to hear back from the engineering company for a final road repair cost for the bond.

General school Updates: None. Chair Hadik reminded the committee of the Deliberative Session on Tuesday, February 6th at 7:00 pm at Nottingham School.

Approval of Minutes

Motion: by Mr. Dumas, second by Ms. Lee to approve the January 25, 2018 minutes as amended.

Vote: 7 – 0 in favor.

OTHER BUSINESS:

CIP: Mr. Koester reviewed the CIP for the years 2018 to 2024 stating there appears to be a large budget impact in 2018, but the Fire Engine replacement expense will come from the applicable capital reserve fund.

General discussion took place about the reports and Mr. Koester stated there is some confusion about the amount that needs to be raised by taxation in the operating budget and the amount that would be used from a reserve fund.

Mr. White asked if it is a double expense by listing the Highway 1-ton Pickup in both the CIP and paying for it in the Operating Budget. Mr. Koester stated the pickup truck should be listed in both, because the funds are being raised within the operating budget, ~~€~~The fire truck isn't listed in the operating budget because it is being paid with the existing reserve funds. The CIP identifies where the funds will come from.

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Mr. Koester reviewed that the committee discussed the school project of the newly titled Modular Classrooms/Equivalent Building in 2019; which might be paid for with the use of impact fees. A question was raised about the ability to actually use impact fees for that construction; based on the wording on how impact fees can be used. Mr. Koester stated the School Board changed the project title as they aren't positive on the type of construction they will seek; modular or stick built.

Ms. Lee asked if the School Board might consider transitioning the gym space to classrooms and building a transitional/modular gym space; which she has seen at other schools. Chair Hadik asked Ms. Lee to bring the suggestion to the School Board.

General discussion took place about the school constructions.

Mr. Hadik asked if the removal of glycol from the HVAC system should become part of the CIP, to match the applicable cycle. Mr. Koester stated it was a period expense to the school and was part of the operating budget.

Mr. White asked for the process of reviewing the warrant articles and making recommendations. Chair Hadik stated the warrant articles would be presented at the hearing next week and recommendations will be voted on by the committee after the hearing. The town will be able to provide answers to any questions asked during the process. It was stated the committee votes on warrant articles with a budget impact.

Mr. Koester stated there have been some warrant articles in the past that are slightly fuzzy with a financial impact, and those items have been voted on. It was stated those items without a financial impact are not voted on.

ROUNDTABLE:

Mr. Dumas stated Friday, February 2 from 3 pm to 5 pm is the last day to sign up for vacant town positions.

Mr. White asked if everyone from the committee will need to attend the school deliberative session. It was stated all committee members are welcome but it isn't a requirement.

ACTION ITEMS: None.

ADJOURN: Having no further business,

8:34 PM Motion: by Ms. Lee, second by Mr. Dumas.

Vote: 7 – 0 in favor.

Respectfully Submitted,

Dawn Calley-Murdough