

Town of Newington, NH  
Board of Fire Engineers Meeting Minutes  
October 1, 2025, 1630hrs

**CALL TO ORDER:**

Meeting called to order at 1630hrs by Engineer Ann Hebert.

**ATTENDANCE:**

Engineer Ann Hebert, Engineer Jim Fabrizio, Chief E.J. Hoyt, Assistant Chief Patrick Moynihan, Executive Administrator Crystal Ruhland and Union President Andrew Belair.

**PUBLIC COMMENT:**

Union President Andrew Belair presented a letter to the BOFE. Letter expressed concern over the fact that there have been changes made to the Town Personnel Manual without notification to the Union. It is requested that the Union receives in writing a statement that the Town's Personnel Manual does not supersede the Union Contract agreement. The Union has also requested notification of the latest date which the BOFE has approved any pertinent changes to the Town's Personnel Manual.

Engineer Hebert says that a response is appropriate. Chief Hoyt and Asst. Chief Moynihan will draft a letter for BOFE review in response to this request.

**MINUTES:**

Minutes for September 3, 2025, were not approved due to Chairman Klanchesser's absence and will be presented during the November 5<sup>th</sup> Meeting for approval.

**CHIEF'S REPORT:**

Engineer Hebert made a motion to accept Chief's Report for September. Engineer Fabrizio seconded. Motion carried 2-0. Hebert - Yes. Fabrizio - Yes.

**OLD BUSINESS:**

Apparatus:

- Ambulance 1 – Front brakes and valve cover gasket were replaced for inspection.
- Utility 1 – Rear brakes were replaced for inspection.
- All other vehicles passed inspections.

2025 Budget:

- 2025 YTD Salary & OT: \$74,799.91; Overtime \$10,079.02; Total \$84,878.93
- 2025 Revenue YTD = \$161,201.44

Grants:

- TC Energy Grant - Application is pending approval.
- Enbridge Safe Community Grant – Application was submitted for multi-gas meters.

Staffing:

- Nicholas Murphy started September 17<sup>th</sup>.

Software:

- First Due – Process of on boarding has begun. Switch over expected January 1, 2026.

Air Show:

- Detail Invoice was submitted for \$10,724.00.

**NEW BUSINESS:**

Misc:

- Chief Hoyt and Asst. Chief Moynihan attended tabletop drill at Sea-3.

Station Issues:

- PT Room Mini-split – Still broken. Estimated replacement now pushed to mid/late October. Concern is rising on this issue, due to the fact that there is plumbing in this room, and winter weather will be coming quickly.

2026 Budget:

- BOFE reviewed the 2026 Budget recommendations presented by Chief Hoyt and Asst. Chief Moynihan.
- Engineer Hebert made a motion to approve the 2026 draft budget summary as presented, with a bottom line of \$1,546,597.00 with an increase of 6.54%. It is noted that Health Insurance and Cola are not factored into this draft budget. Engineer Fabrizio seconded. Motion carried 2-0. Hebert - Yes. Fabrizio -Yes.

**PAYROLL:**

Signed.

**PURCHASE ORDERS:**

None.

**MANIFESTS:**

Signed.

**GOOD TO THE ORDER:**

None.

The Board Voted to adjourn at 1715; Motion by Engineer Hebert. Second by Engineer Fabrizio. 2-0.