

**TOWN OF ALLENSTOWN  
TRI-TOWN BOARD OF DIRECTORS  
247 Pembroke Street  
Pembroke, New Hampshire 03275  
March 8, 2023**

**Call to Order**

The Allenstown Tri-Town Board of Directors Meeting of March 8, 2023 was called to order at 3:35 pm by Chair Jodoin.

**Roll Call**

Present on the Board: Robert Bourque (Pembroke), Chris Gamache (Pembroke), David Jodoin (Pembroke), Paul Gagnon (Pembroke Fire Chief), Chief Eric Lambert (Allenstown Fire Chief), Derik Goodine; Chris Gamache (Pembroke, Tri-Town Ambulance Director); Michelle Othot (Service Representative); Mark Solimanto (Citizen Rep, Allenstown) arrived late.

- **Approval of Minutes of previous meeting(s)**

Robert Bourque made a Motion to approve the January 11, 2023 minutes as written. Mr. Gagnon seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Michelle Othot- Aye.

The Motion was approved.

- **Approve Expenditures**

Chair Jodoin said they have Accounts Payable Manifest from March 1, 2023 in the amount of \$5,225.06; Payroll Manifest for February 23, 2023, February 9, 2023, March 9, 2023.

Mr. Bourque made a Motion to approve Accounts Payable Manifest from March 1, 2023 in the amount of \$5,225.06; Payroll Manifest for February 23, 2023, February 9, 2023, March 9, 2023. Mr. Goodine seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye  
Paul Gagnon-Aye  
David Jodoin – Aye  
Eric Lambert- Aye  
Michelle Othot- Aye.

The Motion was approved.

- **Comstar Billing Report**

Chair Jodoin in the month of February, the total receivables were \$68,755; they had revenues that were received for \$41,618.72; write-offs in the amount of \$54,718.00. He said the total outstanding balance at the end of February is \$1,161,176.00.

Chair Jodoin asked how they made out with their billing company regarding the write-offs. Chief Lambert stated that he did speak with Dennis of Emax and he agreed with their statement that it is pretty much a moot point that if they are not going to seek collection. He said by the time they get to their agreement, it would be a moot point. He said everything went to write-off.

- **Old Business**

- **Dissolution of Assets**

Mr. Goodine said he thought he found an auditor, but it turns out that he is too busy.

Chief Lambert said there are other areas that they can consider to make it a smooth transition. He asked what do they have on the actual ambulance that doesn't fit into their asset list. He said both he and Mr. Gamache are familiar with what is on an ambulance and what the cost is for each piece of equipment. He said they could come up with some kind of system in which to evaluate that to make a clean division of assets.

He said an auditor can look at the big ticket items such as the vehicles. He said they need to come together as a group in order to have a smooth and fair transition.

Chair Jodoin said what they have now in inventory is bare bones minimum.

Mr. Bourque asked if the organization MRI could provide any assistance. Chair Jodoin said that Municipal Resources is out there to do this but they are costly. He said on Pembroke's end, they don't record disposable goods on their asset report, only fixed assets and there are a couple of items that they bought the Town of Pembroke's Cares Act money. Mr. Goodine said there was no mention that these items were

bought "on loan" at the time of purchase. Mr. Jodoin stated that the original agreement was that Allenstown was going to use their funding as well for the Ambulance and then changed their mind, while Pembroke followed through with the original plan so these are on loan currently to the service rent free and should remain with the Pembroke Fire Department where the charges occurred.

Chief Lambert said if they can come into an amicable end and not quarrel over a stretcher, he thinks that would be best for everyone involved. He said that the Pembroke Selectboard asked them to come to an agreement regarding a Dissolution plan and that is what he would like to work toward.

Chair Jodoin asked if it was Allenstown's intentions or wishes to receive 50% of what remains with regard to everyday consumables or be bought out for supplies. Chief Lambert said that is the topic for discussion. Chair Jodoin said they can just take the equipment that Pembroke bought out of the equation so when everything else gets assessed, there is a dollar value, and then they make sure that its equal on both sides.

Chair Jodoin discussed how they have not been maintaining their par levels with regard to supplies in preparation for the dissolution. Chief Lambert said he doesn't disagree with the inventory, but as far as taking the Pembroke bought items out of the equation, who gets those? Mr. Gamache said he doesn't know who is going to resolve that. He said the difference between the contributions to the service in the last 10 years between Pembroke vs. Allenstown was \$677,702. He said also that the Town of Pembroke never charged Tri-Town EMS for rent, water, heating, electricity or sewer in the building that they occupy which are things that do not show up so when it comes to the division of supplies, he doesn't agree that Allenstown should have the right of first refusal when it comes to equipment. He would make the counter argument that Pembroke paid more money and did not charge any kind of rent, so Pembroke should have the first right of refusal with the caveat that the difference in value is made up financially to the Town of Allenstown. Chief Lambert said they are going to have to figure this out.

Mr. Gamache said he can't do anything with the CIP and its not in the budget for 2023. He would say that the Town of Allenstown will get half of it and half of whatever funds remaining. So they will have cash to order the equipment they need.

Mr. Goodine said just because the Town of Pembroke paid more doesn't mean that they get the right of first refusal as it should be 50/50. Chair Lambert said the right of first refusal was for the ambulance and not the equipment. Chair Jodoin said at the end, they are going to get 50% of what they never paid 50% into because that's how the intermunicipal agreement is worded. We are not looking to trade any ambulance in towards our new purchase. There will be two ambulances one goes to Pembroke and one goes to Allenstown.

Mr. Gamache asked who is going to put together the list of dissolution of assets. Chief Lambert said they can bring in a company or three to give a quote on a company for trade-in value with respect to the ambulances and then they can average it.

Chair Jodoin said it's going to come down to the items that they purchased with the grant funds because they paid cash out of the Town General Fund so if Allenstown says those belong to the service, then he is going to reverse those charges and charge them to the service. He said Allenstown can't have it both ways.

Mr. Goodine said he would like to discuss how to treat that equipment over the next few years because he does have some concerns about a pivot in services and how it is being delivered. Mr. Jodoin said that is all factored into the fixed depreciation.

The Board discussed how the ambulances are currently servicing each call between Pembroke and Allenstown.

Mr. Goodine said they will probably discuss the fixed asset list with the Board of Selectman at the next meeting. Chief Lambert said they should have this all ironed out for the next meeting for further discussion.

Chair Jodoin said p. 7 of the budget lists all of their assets. Chief Lambert said it does not list out the hard assets.

- **New Business**

- **Chief Lambert request to discuss Pembroke letter to the Monitor**

Chief Lambert said when they left the last meeting, they were all on the same page. He said a week later things blew up on social media about the services and level of care. He said they received a letter signed by the Pembroke Selectboard that they were aligned with having a smooth transition and this is why the Allenstown Selectboard and Town Administrator may be a little upset. He said they need to make sure they are policing themselves and Town employees do not say anything negative.

Mr. Goodine said that Allenstown's Board has decided that they want to go with an ambulance service and they don't need someone that represents Tri-Town EMS to discredit a service they are trying to get up and running and it should not be happening. He said Allenstown has not said anything negative about Pembroke and Tri-Town. Mr. Jodoin denied that Tri-Town was making any comments and noted that Karen Yeaton of the Pembroke Selectboard does her homework and heard the meeting where Chief Lambert said at the recorded meeting on October 3, 2022 that Allenstown was going to be licensed at a paramedic level but could not guarantee paramedic coverage 24 hours a day 7 days a week but hoped that they would get there at some point. He went on to repeat that comment when he met with Allenstown's Budget Committee. When Pembroke's Budget Committee received the budgets they reviewed all the analysis that was provided to them and they too made the statement that their numbers were off. He agrees with their comments that Allenstown's revenues are overinflated and budget numbers on the

expenditure side are under budgeted. He wished them luck for the money they have in their budget to pay these people and said that their numbers are off. Ms. Yeaton was simply repeating publically information that was available.

Chief Lambert said the discussion has to stop because they have trained people on their roster and that information is no longer accurate. Mr. Goodine agreed 100% and that they should focus on quality services.

Chair Jodoin said if Allenstown Board of Selectman has any issues, they are more than welcome to discuss this at any Pembroke Board meeting. Chief Lambert said that he is hoping they don't need to get to that point.

➤ **2023 Merit/COLA increases for pay period starting April 2nd**

Mr. Gamache said raises will be effective on April 2<sup>nd</sup> and were budgeted for. They went through the evaluations over the last couple of weeks.

Mr. Bourque made a Motion to approve employees Merit pay raises based on their evaluation and the 5.9% COLA. Mr. Goodine seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon - Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

Michelle Othot- Aye

The Motion was approved.

• **Directors' Report(s)**

Mr. Gamache said the run data for January was 125 runs, 55 in Allenstown and 63 in Pembroke. He said transports were 76% of the total runs and mutual aid was given 7 times and received 8. The Total calls handled by Tri-Town were 117 (Ambulance 8 handled 80 and Ambulance 3 handled 37). The average time out the door was 36 seconds.

Mr. Gamache said for the month of February, they had 100 runs, with 46 in Allenstown and 48 in Pembroke. They had a 53% transports; they received mutual aid 8 times and given 6. There were 92 runs

handled by the service (73 by Ambulance 8 and 19 by Ambulance 3). He said the average time out the door was 48 seconds.

Both ambulances were inspected by the State on February 22<sup>nd</sup>, and there were no discrepancies. A lot of their work this month were employee evaluations which was very time consuming.

He said he wants to call people's attention to what is in the January report regarding property liability, they had a budget of \$10,000 and will actually be \$11,874.42 and their worker's compensation premium was \$14,900.00. This relates to the fact that they are part of the Prime program and they didn't receive as many dividends this year as they did last year in credits. The budget report doesn't show the budget to actual because it doesn't become a budget until after Town Meeting.

Mr. Jodoin said the next meeting is scheduled for May 10<sup>th</sup> but he needs to change it to May 3<sup>rd</sup> or May 21<sup>st</sup>. He would like to stay away from Memorial Day weekend.

The Board agrees that May 3<sup>rd</sup> works best.

- **Purchase Orders**

None.

- **Other Business**

Regarding the letter sent by Allenstown, Mr. Jodoin said his Selectboard is not meeting again until March 22<sup>nd</sup>.

He said they agreed they were going to prepare the information and have both auditors look at it.

He said he gets a little lost regarding selecting which ambulance the Town of Allenstown receives with the first Right of Refusal. Chief Lambert said the thought process was what do they want vs. what does Allenstown want and which one goes where. Chair Jodoin said it's worded in such a way that it looks like Allenstown gets to choose first which ambulance to pick. Mr. Goodine pointed out that Pembroke does have a new ambulance on order that they will be using. Chair Jodoin said their proposal does not entail trading an ambulance in but he doesn't know what value either one of the ambulances will have left or when we will get our new one.

Chief Lambert said they would like to start running their ambulance on July 1<sup>st</sup> but tie up the rest of the financials at the end of the year 2024 so the financials do not carry on until 2025. Mr. Goodine said this is just a suggestion that is in their best interest.

Chief Lambert explained that next year, they don't want to pay to staff the second Tri-Town ambulance, but wants to take care of their own. Chair Jodoin said this is something the Board will have to discuss as they are still under the Inter Municipal Agreement.

Chair Jodoin asked about the misinformation in the 2023 Director's Report. Chief Lambert said this was regarding the paramedic information ("paramedic level service") that they discussed earlier in the meeting. He said he just wants to have accurate information out to the public.

Mr. Goodine said that his Board did vote for Mark Solimanto to remain on the Tri Town Board as an exception since he is now employed by the Town of Allenstown.

Chair Jodoin asked if anyone had any issue with approving the Non-Public Minutes for January 11<sup>th</sup>, Section 1 and Section 2.

Mr. Bourque made a Motion to approve the Non-Public Meeting Minutes of January 11, 2023, Section 1 and 2. Mr. Gagnon seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

The Motion was approved.

Mr. Gamache said that the biggest kick to both towns is loss of medical service.

#### **PUBLIC COMMENT**

Mr. Adinolfo said that he and Mr. Jodoin go back a long ways and he has been in Allenstown for a very long time. He sat at the Board of Selectman meeting and as a resident of Allenstown, the expectation as a tax payer is that this is done in a very cooperative manner. He said the animosity needs to stop. Mr. Adinolfo said with three stations within three miles, they have some of the best coverage in the area. He said the Towns have always worked well together but Allenstown's population is going to go up. He said that as an EMT, he has lived with this when Hooksett separated and now they are just at another cross road. He implores them to get it done appropriately and without animosity.

- **Non-Public Session in accordance with RSA 91-A:3 II (c) The hiring of any person as a public employee:**

Mr. Solimanto made a Motion to go into non-public session at 5:34 pm in accordance with RSA 91-A:3 II (c).  
Mr. Bourque seconded the Motion.

Roll Call vote was taken.

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

The Motion was approved.

The Board came out of non public session at 5:34 PM.

Mr. Bourque made a Motion to adjourn at 5:35 pm. Mr. Gagnon seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

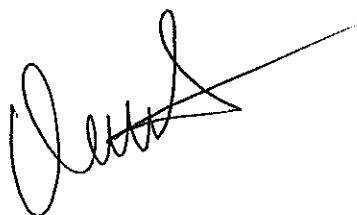
Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

The Motion was approved.

A handwritten signature in black ink, appearing to be 'Paul Gagnon', with a long horizontal line extending to the right.