

AGENDA
BOARD OF SELECTMEN
October 19, 2022 AT 6:30 PM
Pembroke Town Hall, Paulsen Room

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Public Hearing – Steven Reeves Building permit request 733-749 Hardy Road
 - b. Public Hearing Solid Waste updated Fees Chapter 133 Town Code
 - c. DPW Director – Main Street update
 - d. DPW Director – Sand and sweeping Bids
 - e. DPW Director – 2023 Budget Presentation
- IV. OLD BUSINESS:
 - a.
- V. NEW BUSINESS:
 - a. 2023 Assessing Contract - General
 - b. 2023 Health Medical and Dental Rates – NHMA contract
 - c. Light cleaning and evaluation report – Main Street
 - d. Annual Request from Women’s Club - CITV
 - e. Manifest/Abatements
 - f. Minutes 10/5/22
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. ADJOURN

09/29/2022

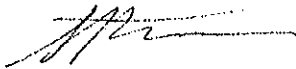
From: Stephen C. Reeve

To: Pembroke Selectboard, Pembroke, NH

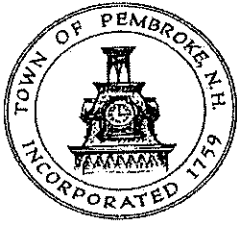
Dear Members:

I hereby request the issuance of a building permit to build a barn on my lot at 733-749 Hardy Rd.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Reeve', with a horizontal line extending to the right.

Stephen C. Reeve



TOWN OF PEMBROKE

Town Hall ~ 311 Pembroke Street, Pembroke, New Hampshire 03275

Tel: 603-485-4747

To: Board of Selectmen

From: Carolyn Cronin, Town Planner

Date: October 12, 2022

Re: Planning Board comments on 674:41 Application, Map 937, Lot 15-1

At their meeting on Tuesday, October 11th, the Board met with the applicant and reviewed their request for a building permit on a Class VI road (Hardy Road).

The Board came to a consensus that it has no concerns with the issuance of a building permit for the following reasons:

1. The structure is not an occupied dwelling unit.
2. The applicant indicated that a fire hydrant is located near the property.

Building Permit Pursuant to New Hampshire RSA 674:41

The Board of Selectmen of the Town of Pembroke, New Hampshire, hereby issues a building permit pursuant to New Hampshire RSA 674:41 for the erection of building on the premises described below, and subject to the following conditions. This completed and signed form must be recorded at the Merrimack County Registry of Deeds before commencement of building construction.

Landowner name(s) and address(es): _____

Property Description (Map/Lot Nos., physical location): _____

Property Deed Recording (Book, Page): _____

Class VI Highway name: _____

or

Private Road Description: _____

Describe when/how road was designated as Class VI (if known):

Proposed use(s) of building: _____

Class VI Highway Construction and Maintenance Standards:

With the exception of snow removal, sanding, filling, and grading, any maintenance work the owner does undertake must have prior approval of the governing body or highway agent. Prior to any such approval being granted, the owner must demonstrate that all permits required by state or federal agencies for such work have been issued. The responsibility for preparing all submissions and information required for the issuance of all such permits shall lie with the owner. All maintenance work to be completed, as well as

Building Permit Pursuant to New Hampshire RSA 674:41

purchase and installation of culverts and bridges and other material, will be undertaken by the owner at the owner's expense.

Other construction and maintenance standards:

Class VI Highway or Private Road Maintenance, Use, and Provision of Other Services:

The Town of Pembroke has no legal duty to maintain the Class VI Highway or private road specified above, nor any intent of doing so, nor does the Town assume any liability for damages resulting from the use of the highway or private road. The Town will not plow, sand, grade, maintain or repair in any fashion the Class VI Highway or private road listed above. The Town will not provide trash or recycling carts to any property located on the Class VI Highway or private road and it shall be the owner's responsibility to transport their trash and recycling to the Town transfer station or dispose of the trash in some other lawful manner.

The Town assumes no responsibility for provision of emergency services, including police, fire, and ambulance service on the above Class VI Highway or private road. By signing below, the property owner understands and agrees to these limits of Town responsibility and liability, and to the fact that any maintenance, or expense thereof, must be borne by the owner.

There will be no school bus transportation on the above Class VI Highway or private road and it shall be the owner's responsibility to transport school children to the nearest school bus stop.

Class VI Highway Use and Access:

The Class VI Highway listed above remains a full public highway, and the owner shall not prohibit members of the public from utilizing the highway for any purpose for which public highways may be used.

The Select Board retains full authority to regulate the public use of the highway, including its use by the applicant; such regulation may include installation of unlocked gates or bars.

Binding Effect of These Provisions:

All provisions of this permit and the conditions contained therein shall run with the land and shall be binding upon the heirs, successors, and assigns of the Permit Holder.

Pembroke Board of Selectmen

_____	Date _____
_____	Date _____
_____	Date _____
_____	Date _____

Building Permit Pursuant to New Hampshire RSA 674:41

_____ Date _____

Witness: _____ Date _____

The undersigned being the Permit Holder, accepts this building permit with all conditions contained therein and agrees to be bound by these conditions and all other provisions of the Town's policy for buildings on a Class VI Highway and Private Roads.

Permit Holder(s):

_____ Date _____

_____ Date _____

Witness: _____ Date _____

**Pembroke Police
Department**

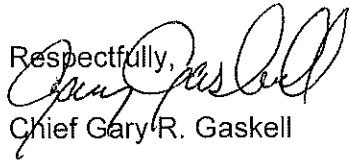
Memo

To: Board Members
From: Chief Gary R. Gaskell
cc: Town Administrator David Jodoin
Date: 10/12/2022
Re: Reeve Property Hardy Road

To whom it may concern,

I have been out to the proposed site on Hardy Road where Stephen & Pamela Reeve has requested a building permit on 733-749 Hardy Road to construct a barn. The location of the lot is easily accessible from the end of the paved portion of Hardy Road, where as access is used by his neighbor across the road year around for their barn entrance at 758 Hardy Road. The police department has no objections for a barn being constructed at the proposed site.

Respectfully,


Chief Gary R. Gaskell

David Jodoin

From: Gagnon, Paul <pgagnon@pembroke-nh.com>
Sent: Thursday, October 13, 2022 9:23 PM
To: David Jodoin
Subject: Re: concerns on Hardy Road Building permit

Just realized that my mail was not going through. The only issue was access to the barn. Not able to make it tonight

Sent from my iPhone

On Oct 13, 2022, at 17:02, David Jodoin <djodoin@pembroke-nh.com> wrote:

Paul do you have anything for the Selectmen on this or will you be at the meeting voicing your concerns?

Thanks

David

PUBLIC HEARING NOTICE
Town of Pembroke Board of Selectmen

Notice is hereby given that the Pembroke Board of Selectmen will be holding a Public Hearing on Wednesday October 19 2022 at 6:30 PM at the Pembroke Town Offices located at 311 Pembroke Street to discuss the following revisions to the Solid Waste ordinance.

Chapter 133-3 Solid Waste Facility

G. Facility Fee Schedule
(2) Tipping Fees

For questions, please call the Town Administrator at 485-4747.

Karen Yeaton, Chairman
Pembroke Board of Selectmen

David Jodoin

From: Wendy Weisiger <wwizski@gmail.com>
Sent: Sunday, September 25, 2022 9:02 PM
To: David Jodoin; VJ Ranfos; BOBLOVESPEMBROKE@YAHOO.COM; Chris Addington; Gerry; SarahOHylant SarahOHylant; headref545@aol.com
Subject: SWC - Request for BOS and Public Hearing Meeting
Attachments: SWC - Recommended Changes to Transfer Station Fees.xlsx

Hi David,

Last week the SWC met with Bob and VJ to discuss Pembroke's transfer station fees. The Town provides residents with the services to dispose of many items that are not standard recycling or municipal solid waste (MSW). The disposal fees have not been assessed or changed since 2015. It's important that the fees for these items cover the cost of disposal for the Town. Disposal fees have increased in recent years and so the time to reassess those fees has come.

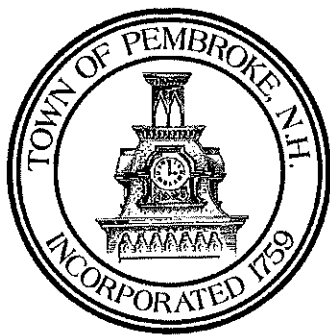
The Public Works Dept. surveyed several surrounding towns' fees as part of this process and provided suggestions. The SWC reviewed these suggestions with Bob and VJ and have provided this attached new fee schedule for the BOS to review and approve.

We would like to get this matter to the BOS sooner rather than later as the new contract with Casella and higher tipping fees have already gone into place (September '22). Could you add this to the nearest BOS agenda that coincides with a proper public hearing notice?

Thank you and please let me know if you need anything further from us.

-Wendy Weisiger

PLU	New PLU	ITEM	EFFECTIVE 3/4/15	PRICE
1	1	TIRES - Less than or equal to 19" (No Rims)		\$ 5.00
2	2	STOVE		\$ 15.00
3	3	WASHER (DISH OR CLOTHES)		\$ 15.00
4	4	DRYER		\$ 15.00
5	5	HOT WATER TANK		\$ 15.00
6	6	AIR COMPRESSOR		\$ 15.00
7	7	FURNACE		\$ 15.00
8	8	LAWNMOWER		\$ 15.00
9	9	SNOWBLOWER		\$ 15.00
10	10	REFRIGERATOR		\$ 15.00
11	11	FREEZER		\$ 15.00
12	12	AIR CONDITIONER		\$ 15.00
13	13	DEHUMIDIFIER		\$ 15.00
14	14	2-20 30 LB. TANK OR CANISTER		\$ 5.00
15		21-100 LB. TANK OR CANISTER		\$ 5.00
16	15	FIRE EXTINGUISHER		\$ 5.00
17	16	VIDEO DISPLAY LESS THAN 18" 40"		\$ 10.00
18	17	VIDEO DISPLAY 19" 40" AND LARGER		\$ 10.00
19	18	MICROWAVE OVEN		\$ 10.00
20	19	MISCELLANEOUS LARGE APPLIANCE		\$ 10.00
21	20	MISCELLANEOUS MACHINERY		\$ 10.00
ADD	21	TOILETS		
22	22	CONST/DEMO. DEBRIS MAX LOAD		\$ 30.00
23	23	CONST/DEMO. DEBRIS MIN LOAD		\$ 15.00
ADD	24	DUMP TRAILER LOADS		
24	25	GAS OPERATED POWER TOOLS		\$ 5.00
25	26	MATTRESS ANY SIZE		\$ 10.00
26	27	BOX SPRING ANY SIZE		\$ 10.00
27	38	UPHOLSTERED COUCH/LOVESEAT (Not Sectional)		\$ 10.00
ADD	29	SECTIONALS		
28		UPHOLSTERED LOVESEAT		\$ 10.00
29	30	UPHOLSTERED CHAIR		\$ 10.00
30	31	SLEEPER SOFA		\$ 10.00
ADD	32	WOODEN & MISC. FURNITURE		
31	33	VACUUM		NO CHARGE
32	34	TOASTER OVEN		NO CHARGE
33	35	ELECTRIC DRILL		NO CHARGE
34	36	ELECTRIC CAN OPENER		NO CHARGE
35	37	COFFEE MAKER		NO CHARGE
37	38	MISC. SMALL APPLIANCE		NO CHARGE
38	39	COMPUTER		NO CHARGE
39	40	PRINTER		NO CHARGE
40	41	MOUSE		NO CHARGE
41	42	KEYBOARD		NO CHARGE
42	43	FAX/COPY MACHINE		NO CHARGE
43	44	MISC. ELECTRONIC EQUIP.		NO CHARGE



Town of Pembroke

Department of Public Works

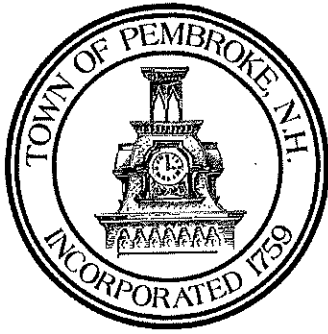
8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

To: Board of Selectmen
From: VJ Ranfos
CC: David Jodoin
Date: September 30, 2022
Re: Winter Sand Bids

The recommendation from Public Works is to award the bid as follows:

“Delivered” and “Picked up” bid to F.L. Merrill

on:

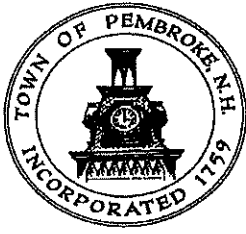


Town of Pembroke
Department of Public Works

8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

To: Board of Selectmen
From: Victor Ranfos
CC: David Jodoin
Date: September 30, 2022
Re: Sweeping Bids

The recommendation from Public Works is to award the sweeping bid for the years 2023, 2024 and 2025 to GBD Enterprise LLC.



Town of Pembroke

Department of Public Works

8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

2022 Sweeping Bid Summary

	2023	2024	2025	Comments
GBD Enterprise LLC 7 Rookery Road Milton, NH 03851	\$ 9,300.00	\$ 9,700.00	\$ 9,900.00	Ins. Cert. yes

BOS awarded the bid on



CORCORAN CONSULTING ASSOCIATES, INC.

PO Box 1175, Wolfeboro Falls, NH 03896-1175
603-630-8575 or Cell: 603-396-3268

Prepared for:
Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275

603-485-4747
603-485-3967 fax

**Agreement for Assessing Services
&
Cyclical Inspections**

January 1, 2023 – December 31, 2023

**Contractual Agreement Between the Town of Pembroke, NH
and
Corcoran Consulting Associates, Inc.**

Section 1. Functions/Responsibilities:

The Town of Pembroke agrees to retain Corcoran Consulting Associates, Inc. (Contractor) of Wolfeboro Falls, NH to perform the duties and functions of Assessors Agent and Supervising Town Assessor as provided for in this Agreement.

Section 2. Term:

The term of this Agreement shall be for a period of one year, from January 1, 2023 through December 31, 2023.

Section 3. Termination/Resignation:

Nothing in this Agreement shall prevent, limit or otherwise interfere with the rights of either party to terminate this Agreement subject to the terminating party giving ninety (90) days written notice to the other party, prior to the effective date of separation.

The Selectmen retain the right to dismiss unsuitable personnel employed by the Contractor in connection with the services under this Agreement for any reason. The Contractor shall replace any dismissed employees of the firm with a professional of commensurate qualifications and experience of the dismissed employee.

In the event that any person assigned to the Pembroke project is convicted of any act resulting in personal gain, then the Town shall have no obligation of prior notice, and may immediately terminate this Agreement.

Section 4. Compensation:

The Contractor shall be compensated as an independent contractor under this Agreement. As such, the Contractor shall be responsible for providing F.I.C.A., Workmen's Compensation, Unemployment Compensation & Liability to all employees assigned to the Pembroke project. The Contractor shall file appropriate Certificates of Insurance with the Town and the Department of Revenue Administration.

This contract is for January 1, 2023 through December 31, 2023.

The total potential amount of the contract is for: \$96,000

(If the Board of Selectmen determine that a cyclical revaluation will be completed in 2023, the details of a revaluation will be presented and covered under a separate contract.)

The breakdown of costs is as follows:

1. **Assessing Services: \$46,000.**
(This includes the extra requirements for 5-year NHDRA assessment review.)
2. **Cyclical Measure and List : \$25,000**
3. **2023 Cyclical revaluation if approved: \$25,000**

If the cyclical revaluation is not approved the cost of the contract is: \$71,000

Compensation is paid based on an hourly rate plus expenses. To be paid out as stated below:

Position	2023 Rates
Director	\$95.00 per hour
Sr. Assessor/Sr. Appraiser	\$86.00 per hour
Appraiser	\$75.00 per hour
Sr. Data Collector	\$57.00 per hour
Data Collector	\$54.00 per hour
Data Entry/Office	\$54 to \$57 per hour
Clerical Researcher	\$40.00 per hour

Travel allowance will be billed portal to portal, (one direction), @ .625 per mile plus mileage and time incurred while on the job site. (The mileage rate will change with the IRS rate each year.)

The Contractor shall submit invoices on a monthly basis according to the foregoing rate schedule and terms. The Town shall issue payment no later than ten (15) days after receipt of invoices from the previous month's activities.

Section 5. Work Schedule/Key Personnel Assignment:

All personnel assigned to the Pembroke project shall be certified by the Department of Revenue Administration for the function(s) assigned to each company employee. By mutual agreement between the Contractor and the Town the following personnel and work schedule is hereby established:

Director: Marybeth Walker - will assume general responsibility of all company employees assigned to Pembroke. The directors' hours will remain flexible according to the immediate needs of the department, but will follow general patterns of 4 hours per year for assessing and consultations.

Assessor's Agent: Monica Hurley will assume the role of assessor's agent and with the responsibility of general oversight of all functions and projects occurring as a result of this agreement. Mrs. Hurley's

schedule will be three (3) to four (4) days a month and she will remain in communication with the department and management on an ongoing basis to ensure that all projects and tasks are proceeding in a timely and workmanlike manner. Mrs. Hurley will also assume all routine and day-to-day supervision of company employees assigned to the Pembroke project.

Data Collectors: Catherine Walker, Blake Gross, Jared Hynes and Susan Henderson and/or similarly qualified individuals will assist the Assessor's Agent in the collection of data during annual 'pick-up' work, cycled inspections or similar routine data collections.

Appraisers: Appraisers assigned to Pembroke will include Monica Hurley as supervising appraiser, with Nancy Miller, Jay Ferreria and/or Ron Doyon assisting as required over the course of the year.

It is understood by both parties that the hours worked by the personnel cited in this Agreement are sufficient to complete the following services:

SCOPE OF SERVICES

Section 6.1. Assessing Supervision:

1. The Assessor's Agent shall be responsible for the general supervision of company employees throughout the course of this Agreement.
2. The Assessor's Agent will review all work completed by company employees to ensure accuracy and completeness of all work product.
3. Assessor's Agent will review all values, regardless of the source, prior to presentation to the Board of Selectmen for authorization through tax warrants;

Section 6.2. Assessing\Appraisals:

The Contractor shall:

Sub-section A - Assessing

1. Adequately manage and with the Town's assistance maintain exemptions and credits, current use management, timber and gravel yield taxes, and other statutory assessing obligations;
2. Perform field inspections to collect data for all new construction and properties with active building permits. This will include a measure and list whenever possible;
3. Perform a measure and inspection process on all properties which have transferred during the contract period, verify the circumstances surrounding all sales;
4. Perform field inspections and other investigations to review all abatement requests,
5. Develop disposition recommendations to the Selectmen upon all timely filed requests for abatements;
6. Meet with taxpayers wishing to discuss their assessments,
7. Timely produce the MSI report at year-end.
8. Meet with State officials as required;
9. Meet with the Selectmen upon request.

10. Produce and input the data required for the equalization report for the DRA.
11. MS1: the MS1 will be delivered no later than September 1, 2023. Unless a revaluation is agreed upon and performed then the deadline will be extended to no later than October 15, 2023. With the USPAP report due 30 days after the ms-1 is completed.
12. 2023 is the mandatory 5-year assessment review year. Included in this contract: In conjunction with the Town to mail out notices and re-qualify all credits/exemptions/charitable/current use properties.

Sub-section B – Cyclical inspections –

Cyclical inspection process as defined under Asb 301.17 and Rev601.15.

1. Perform cycled inspections on a minimum of 733 properties in 2023 including any commercial and industrial properties if required, ensuring no duplication of visits for new construction, active building permits or sales verifications (such properties are included in the total count for visitations).
2. The Contractor shall identify the parcels to be inspected; the City may either mail notices of impending visits to identified taxpayers or use other means of notification.
3. Collectors will measure and list all properties identified for the cycle inspection process and will attempt entry to all properties where an adult is present at the time of arrival.
4. Where entry to buildings is not possible or permitted upon arrival, letters requesting appointments for interior inspection shall be developed to request appointments for interior inspections.
5. The contractor shall produce the letter and the City shall mail the notices and receive calls to schedule appointments.
6. Calls from taxpayers responding to interior inspection request shall be handled by the Town.
7. The Contractor shall provide the City with schedules for call-back inspection visits.
8. The Contractor shall conduct all scheduled 'call-back' appointments and verify or correct all interior data.
9. The Contractor shall provide reports to the New Hampshire department of revenue when requested.
10. All properties that have a field visit will be updated in the history field to reflect the personnel that performed the visit, the reason for the visit and the result of the visit.

Due to the Covid-19 pandemic each municipality has set up its own expectations as to exterior/interior inspections. If we are unable to perform an interior inspection of the property the contractor will do our best to verify building attributes by other means such as multiple listing service and questionnaires.

Cyclical Revaluation 2023:

The Town completed a revaluation of all values for the 2019 tax year; the next mandatory revaluation is in 2024. We have recommended a revaluation with values "anew" for the 2023 tax year. 2023 is the Town's assessment review year and the Assessing Standards Board requires the median ratio to be between 90% to 110% and to meet other requirements in order to pass the assessment review process.

The Town is currently well below the expected median ratio. If the cyclical revaluation is performed in 2023, we will NOT have to be performed in 2024.

The Contractor shall provide an analysis as to the status of emerging assessments as they relate to the sales occurring throughout 2023.

Currently the assessment to sale ratio for 2022 is estimated to be 55% of market value. Although not mandatory, *having recommend an update in the assessed values for 2023 we have included the cost in this contract.* The cost for the update is not to exceed \$25,000. The update will be considered a Cyclical Statistical Revaluation; the details will be outlined in a separate contract. The cost does not include valuing Utility properties.

Section 6.3 Litigation:

Appraisal/expert support in the event of formal filings before the Superior Court or NH Board of Tax & Land Appeals will be addressed on a time and materials basis. *Such costs are not included in this contract.* In the event of receipt of appeals through September 1st 2024, the Contractor shall consult with the Town Administrator to inform whether the costs of defense can or cannot be absorbed into the current contract.

Section 7. Town Responsibilities:

The Town shall be responsible for the costs of labor and for all mailings and scheduling of appointments;

The Town shall be responsible for assessing clerical support including:

- Recordation of transfers in into the CAMA system and Tax Billing systems,
- Subdivision tracking and organization,
- Town to create new parcels in CAMA and forward records to appraisal staff.
- Permit tracking and organization, forward records to appraisal staff;
- Logging and preparing elderly exemptions, veteran credits, and other exemption applications for appraisal staff review,
- Mailings of notices to institutionally exempt properties and follow-up notices as required,
- Recordation of changes in assessed value into the Tax Billing system,
- Running MS1 reports and other billing account information reports as required,
- Reconciliations of CAMA and tax billing system,
- Running and producing spring and fall warrants,
- Maintenance of all incoming abatement applications including tracking logs and development of abatement file systems,
- Calculating recommended abatements as well as statutory interest as required;
- Preparing abatement authorization forms for Selectmen execution.
- Recordation of any current use land changes, keypunching data or changed data into the CAMA system,
- Timely forwarding of all applications and taxpayer requests to the appraisal staff, and,
- forward all appraisal related questions to the appraisal staff.

- The Town shall provide access at all times to the Town's CAMA files and shall acquire and keep current any ancillary programs required of the CAMA system;
- The Town shall ensure that CAMA and/or data files are backed up on a regular basis and will be responsible for the restoration of any 'lost' or corrupted data resulting from system malfunction;
- The Town shall maintain all licensing required to keep the CAMA and digital imagery software current and up to date;
- The Town shall provide access to a copy machine for duplicating relevant documents at no cost to the Contractor;
- The Town shall timely notify the project director of all notifications from the BTLA and/or superior court and will notify the project director immediately upon receipt of any pre-hearing and/or hearing notices, pleadings, deposition scheduling, interrogatories and requests for the production of documents generated from any active appellant;
- The Town will track all dates of schedules and pertinent dates relating to active appeals and will keep the project director timely advised of any impending dates and/or schedules relating to any hearings, appointments and/or requests by appellants for information or the production of documents.
- Currently the Town is responsible for all data entry. The Town will do the data entry in the same tax year that the property is "visited" annually.
- The Town will advise the Contractor immediately upon receipt of any request under the 91-A (Right to Know) law where the Contractor's assistance is required.
-

Section 8. Compensation Schedule:

The costs for the services delineated above will be billed on a monthly basis according to the work produced during the billing period. Invoices shall define the personnel assigned during the pay period and will describe the nature of work provided.

Total costs if approved, funded and performed for the above 2023 described services will be billed on a cost-not-to-exceed basis, projected to be:

Assessing: \$46,000
Cycled Inspections: \$25,000
Cyclical Revaluation to the Assessed values: \$25,000
Total as outlined in the contract Not to Exceed: \$96,000

Section 9. Indemnification:

The Contractor will provide certificates of insurance, with the Town as a named party, for the following occurrences:

Comprehensive General Liability: \$1,000,000 each occurrence, \$2,000,000 aggregate
Automobile Liability: \$1,000,000 combined single limit, \$500,000 Bodily
Errors & Omissions: \$2,000,000 aggregate limit; \$1,000,000 single
Workers Compensation: NH Statutory Limits

The Town shall be notified immediately upon any potential cancellation of any of the above referenced coverage.

Section 10. Signatories:

Town of Pembroke
311 Pembroke St.
Pembroke, NH 03275

603-485-4747
603-485-3967 fax

David Jodoin
TOWN ADMINISTRATOR

BY THE CONTRACTOR:

Marybeth Walker, President
Corcoran Consulting Associates, Inc
PO Box 1175, Wolfeboro Falls, NH 03896-1175
603-630-8575 (office)/ 603-396-3268 (cell)

DATE: _____

Name:	Company designation:	Certifications:
Marybeth Walker	President; District Manager Eastern Division; Appraisal Supervisor	NHDRA-Supervisor, Certified New Hampshire Assessor (23 years)
Monica Hurley	Vice President, District Manager Western Division; Appraisal Supervisor	NHDRA-Supervisor, Certified New Hampshire Assessor, specialized in Comm/Industrial properties, Utility Appraiser (20 years)
Ron Doyon	Field Supervisor/Appraiser Comm/Industrial & Residential	NHDRA-Property Assessor (25 years)
Jay Ferreira	Field Appraiser/Assessor- Comm & Residential	NHDRA-Supervisor; Massachusetts Assessor; Specializes in Comm/Industrial properties (31 years)
Nancy Miller	Field Appraiser- Residential & Commercial	NHDRA- Supervisor, Certified New Hampshire Assessor (16 Years)
Susan Henderson- Daniels	Senior Data Collector- Residential/ Data entry specialist	NHDRA-Assistant Assessor (21 years)
Jared Hynes	Senior Data Collector-Residential	NHDRA-Assistant Assessor (11 years)
Catherine Walker	Field Appraiser- Residential/Assessor Assistant	NHDRA-Assistant Assessor (8 years)
Blake (David) Gross	Data Collector	NHDRA-Certified measurer/lister
Tracie Gallagher	Special Projects and Data Entry	remote: Data entry and special office projects, Research and administrative
Cindy Corcoran	Owner, Chief Financial Officer & CEO	Financial Agent and Human Resources



October 5, 2022

Mr. David Jodoin
Town Administrator
Town of Pembroke
311 Pembroke Street
Pembroke, NH 03275

Dear Mr. Jodoin:

The HealthTrust Board of Directors met on October 4, 2022 to set renewal rates for the CY2023 renewal period. Enclosed are your Member Group's renewal rates for medical coverage for the period of January 1, 2023 through December 31, 2023 for your current benefit plans. Also included are the renewal rates for dental, life, short-term and long-term disability coverage, if applicable. Please see the enclosed transmittal for your Member Group's specific renewal rates for all your coverage lines. A Medical and Prescription Benefit Options Sheet has been added to this package for your consideration. There are several important plan updates and enhancements beginning in 2023, including new medical plan options and enhancements to many existing plans, a new managed formulary for CVS Caremark® prescription coverage and enhanced Slice of Life and LifeResources program platforms. Please review the Plan Updates Flyer attached in this package for more information. Your Benefits Advisor is available to work with you to discuss the plan updates, alternative benefit options and applicable rates.

Medical Rates

This year's rating process utilizes a claims experience period, incurred May 2021 – April 2022, paid through May 2022, to set medical and dental rates.

The rate adjustment for all Member Groups renewing medical coverage for CY2023 (*January 1, 2023 – December 31, 2023*) is an overall average rate adjustment of 5.2%. This increase is due primarily to projected medical and prescription trend and increased claims utilization. Additionally, the overall rate adjustment has been positively impacted by the application of prescription drug contract savings resulting from the competitive Request For Proposal process undertaken in 2022 and implementation of a new managed formulary to the CVS Caremark prescription drug benefit effective July 1, 2023. ***Your Member Group's rate change will vary from this overall average rate adjustment based in part on your Member Group's own claims experience.*** If you are a Group in the Small Group Rating Tier (50 and Under), or part of a combined rating group, your rate reflects the claims experience of that combined rating group.

Dental Rates

For Member Groups currently participating in HealthTrust's dental coverage, the rate adjustment is 1.5% for all dental options for CY2023 (*January 1, 2023 – December 31, 2023*).

Short-Term Disability Coverage

For Member Groups currently participating in HealthTrust's short-term disability coverage, there is an overall base rate adjustment of 3.2% for CY2023 (*January 1, 2023 – December 31, 2023*) due to increased claims volume and average claim duration. ***However, your Member Group's actual rate adjustment will vary from the overall increase depending on your Group's experience and demographic makeup.***

Long-Term Disability Coverage

For Member Groups currently participating in HealthTrust's long-term disability coverage, there is **no rate change** for CY2023 (*January 1, 2023 – December 31, 2023*).

Life Coverage

For Member Groups currently participating in HealthTrust's life coverage, there is **no rate change** for CY2023 (January 1, 2023 – December 31, 2023).

Benefit Advantage

For Member Groups currently participating in HealthTrust's Benefit Advantage Health Reimbursement Arrangement (HRA) and Flexible Spending Account (FSA) services, there is **no change** to the per-participant/per-month fees. As a reminder, there are no annual renewal fees associated with Benefit Advantage. Additionally, FSA and HRA per-participant/per-month administrative services fees continue to be waived for participants enrolled in the following HealthTrust medical plans: AB15/40IPDED, ABSOS20/40/1KDED, ABSOS25/50/3KDED, ABSOS30/60/5KDED, ABHD/5K/20COIN and LUMENOS2500. The newly offered Open Access Plans will also have the FSA and HRA administrative service fee waived.

FY2022 Return of Surplus

Each year the Board of Directors determines the amount needed for claims, administration, and reserves based on HealthTrust's independent actuary's estimates for the upcoming year. At the HealthTrust Board meeting on October 4, 2022, the Board of Directors confirmed that there will not be a return of surplus for FY2022 based on the Total Net Position (\$64M) being less than the Capital Adequacy Reserve Target (\$85M) adopted by the Board on August 5, 2022.

Plan Enhancements and Updates

Please see the Plan Updates enclosure for important information about new Open Access medical plan options, timeline for discontinuation of BlueChoice (2T and 3T) and BlueChoice and HMO New England (BCNE and HMONE) medical plan options, a new managed formulary on the CVS Caremark prescription benefit plans, a change to a claims paid model for the Benefit Advantage FSA program and enhanced Slice of Life and LifeResources EAP program platforms.

Enclosures

Please review the following enclosures for additional details on your renewal, the rating process and program changes for your employees and retirees:

- **Member Group Transmittal** (includes monthly contribution rates for all of your coverage lines) – **Please sign and return by December 9, 2022.**
- **Member Group Medical Rate Exhibit** (includes your Group's medical rate changes)
- **Medical and Prescription Benefit Options** (includes monthly contribution rates for existing benefit options and alternatives, including the new Open Access plan options)
- **How Your Rate is Determined - The Rating Process, Capital Adequacy Reserve and Return of Surplus**
- **Plan Enhancements and Updates** – Important information about coming enhancements and updates to benefit plans and programs.

Timeline

Benefit Changes Notification Deadline – November 18, 2022

Your Benefits Advisor, Andrew Struth, will be contacting you to discuss the renewal and work with you to review available options and assist with any changes you may be considering. **Please note that requests for any coverage changes must be communicated to us and completed by November 18, 2022 to be effective January 1, 2023.**

Meet with your Benefits and Wellness Advisors

Your Benefits and Wellness Advisors are available to work with you to schedule in-person or virtual meetings to review the following key education and reporting tools, as well as to answer any other questions you may have.

- **Benefit Education Sessions** – Customized Benefit Education presentations, benefit comparisons, and digital benefit packets are available in the SMP to make it even easier to educate your employees and

retirees about their benefit plans, medical consumerism, and wellness programs, including how they can access tools and resources through the HealthTrust Secure Enrollee Portal (SEP).

- **Rating Summary** – a report showing how your Group's rates were calculated. *(Also available to Small Groups showing the 50 and Under summary.)*
- **Stewardship Report** *(for Groups with 100 or more Enrollees)* – a detailed report showing your Group's membership data, medical and prescription claims utilization data, wellness program participation and recommendations.

Thank you for your continued participation with HealthTrust. If you have any questions or concerns, please do not hesitate to contact Andrew at 800.527.5001.

Sincerely,



Wendy Lee Parker
Executive Director

Enclosures



Town of Pembroke ("Member")

Member hereby elects the following HealthTrust, Inc. ("HealthTrust") coverage(s):

Medical Coverage and Rates

January 2023 Medical Renewal

The following rates shall apply from January 1, 2023 to December 31, 2023

Rating Renewal	January	Rating Tier	Large
Probationary Period	0M	Rating Type	Combined

Benefit Option(s)	Single	2-Person	Family
AB20(01L)-R10/25/40M10/40/70/3K(L)	\$962.54	\$1,925.09	\$2,598.87
AB5(01L)-RX10/20/45/3K(L)	\$1,052.19	\$2,104.38	\$2,840.91
BC3T10(01L)-RX10/20/45/3K(L)	\$1,130.68	\$2,261.37	\$3,052.85
MC3(01L)-R10/25/40M10/40/70(LCY)	\$644.47		
MC3(01L)-RX10/20/45(LCY)	\$666.14		
MCCR(01L)	\$266.41		

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75 % participation of Eligible Employees who do not otherwise have group medical coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have group medical coverage.

HealthTrust reserves the right to change the rates at any time if there is a 10% or more increase or decrease in enrollment.

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

Member participates in a Combination of Entities agreement for medical coverage rating purposes. The Combination of Entities is comprised of: BCEP Solid Waste, Town of Allenstown, Town of Barnstead, Town of Chichester, Town of Epsom, Town of Pembroke, Town of Pittsfield and Town of Strafford. Coverage includes Domestic Partner (same and opposite sex) Rider.

HealthTrust will discontinue the following Benefit Options: BlueChoice Plans (BC3T5RDR, BC3T5RDR+, BC3T10, BC3T20, BC3T15IPDED, BC2T10, BC2T20) and New England Plans (HMOBNE, HMOBNE20, BCNE, BCNE20). These plans will no longer be available after December 31, 2024.

Dental Coverage and Rates

January 2023 Dental Renewal

The following rates shall apply from January 1, 2023 to December 31, 2023

Rating Renewal January

Probationary Period 0M

Benefit Option(s)	Single	2-Person	Family
OPTION 1	\$43.89	\$84.96	\$154.57

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75 % participation of Eligible Employees who do not otherwise have group dental coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have group dental coverage.

BENEFIT SCHEDULE

Benefit Option(s)	Coverage A	Coverage B	Coverage C	Plan Year Maximum	Coverage D	Coverage D Maximum	Deductible
OPTION 1	100%	80%	50%	\$1,000	50%	\$1,000	\$25/\$75

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

Coverage includes Domestic Partner (same and opposite sex) Rider.

BILLING SERVICES

Member Group has separately contracted with HealthTrust for the following Billing Services with respect to any selected medical and dental plan coverages:

[X] COBRA [X] Retirees

ADDITIONAL TERMS

Summary of Benefits and Coverage ("SBC") Compliance: HealthTrust, Inc. agrees to prepare and provide Member with an SBC for each medical plan coverage option listed on this transmittal. Member must distribute the SBCs to applicable eligible individuals. These obligations will be performed in accordance with (i) the statutory and regulatory requirements for SBCs under the Affordable Care Act ("ACA"), and (ii) related SBC compliance information provided to Member by HealthTrust, Inc.

Maximum Probationary Period Compliance: The eligibility conditions and probationary period requirements for enrollment in each medical plan coverage option listed on this transmittal must Member must distribute the SBCs to applicable eligible individuals. These obligations will be performed in accordance with (i) the statutory and regulatory requirements for SBCs under comply with the 90-Day Maximum Waiting Period rule of the ACA.

CVS Caremark® Managed Prescription Drug Formulary: Effective July 1, 2023 all medical plans offered through HealthTrust, with CVS Caremark Prescription Drug coverage, will include CVS Caremark's Managed Prescription Drug Formulary, which will be subject to amendment from time to time.

AGREEMENT AND AUTHORIZATION

Member agrees that the coverages elected herein are subject to the terms and conditions of the HealthTrust Membership Agreement, the HealthTrust Bylaws and applicable Coverage Documents.

Member hereby authorizes HealthTrust, Inc. to execute and deliver any and all documents necessary to effectuate the enrollment of the Member and its Employees into the coverage(s) listed on this transmittal.

For the Member, duly authorized

Title

Date

For HealthTrust, Inc.

Title

Date



Medical Rate Exhibit for: Town of Pembroke

Rating Renewal: January

Rating Tier: Large

Rating Type: Combined

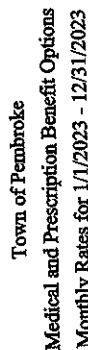
Current Benefit Option(s)	Enrollment Type	Enrollee Counts as of 09/22	01/22 Rates	01/23 Rates	% Change
AB20(01L)-R10/25/40M10/40/70/3K(L)	Single	5	\$ 902.10	\$ 962.54	6.7%
	2-Person	5	\$ 1,804.21	\$ 1,925.09	6.7%
	Family	14	\$ 2,435.68	\$ 2,598.87	6.7%
AB5(01L)-RX10/20/45/3K(L)	Single	2	\$ 986.12	\$ 1,052.19	6.7%
	2-Person	5	\$ 1,972.24	\$ 2,104.38	6.7%
	Family	3	\$ 2,662.52	\$ 2,840.91	6.7%
BC3T10(01L)-RX10/20/45/3K(L)	Single	0	\$ 1,059.68	\$ 1,130.68	6.7%
	2-Person	1	\$ 2,119.37	\$ 2,261.37	6.7%
	Family	0	\$ 2,861.15	\$ 3,052.85	6.7%
Monthly Total for Actives / Early Retirees		35	\$ 69,571.44	\$ 74,232.71	6.7%

Current Benefit Option(s)	Enrollment Type	Enrollee Counts as of 09/22	01/22 Rates	01/23 Rates	% Change
MC3(01L)-R10/25/40M10/40/70(LCY)	Single	3	\$ 604.00	\$ 644.47	6.7%
MC3(01L)-RX10/20/45(LCY)	Single	1	\$ 624.31	\$ 666.14	6.7%
MCNRX(01L)	Single	3	\$ 249.69	\$ 266.41	6.7%
Monthly Total for Medicomp Retirees		7	\$ 3,185.38	\$ 3,398.78	6.7%
Grand Monthly Total		42	\$ 72,756.82	\$ 77,631.49	6.7%

Plan Discontinuation: HealthTrust will discontinue the following Benefit Options: BlueChoice Plans (BC3T5RDR, BC3T5RDR+, BC3T10, BC3T20, BC3T15IPDED, BC2T10, BC2T20) and New England Plans (HMOBNE, HMOBNE20, BCNE, BCNE20). **These plans will no longer be available after December 31, 2024.**

CVS Caremark® Managed Prescription Drug Formulary: Effective July 1, 2023 all medical plans offered through HealthTrust, with CVS Caremark Prescription Drug coverage, will include CVS Caremark's Managed Prescription Drug Formulary, which will be subject to amendment from time to time.

Alternative Benefit Option(s): HealthTrust offers a full range of comprehensive Benefit Options. Please consult with your Benefits Advisor to learn more about the Benefit Options that may best meet your Group's needs and work within HealthTrust's underwriting guidelines.



Member Groups may choose ONE medical plan from each colored section with a maximum of three medical options per employee group. One prescription plan may be chosen per medical plan.

Please consult with your Benefits Advisor if you are considering plan changes.

Medical Plan Type	High Deductible Health Plan (HSA Qualified)		
	ASHES/CONCERN	OHARE/ASCONCIN	
Standard Deductible	\$5,000 per person / \$10,000 per family	\$2,500 per person / \$5,000 per family (In-Network); \$4,000 per person / \$7,000 per family (Out-of-Network)	
Standard Coinsurance	20%	20% (In-Network); 40% (Out-of-Network)	
Coinsurance Maximum	\$1,550 per person, per year; \$3,100 per family, per year	\$1,550 per person / \$3,100 per family (In-Network); \$1,000 per person / \$1,600 per family (Out-of-Network)	
Chiropractic Visits	Unlimited / Standard Deductible and/or Coinsurance	Unlimited / Standard Deductible and/or Coinsurance	
Therapy Visits (PT/OT/ST)	60 Visits / Standard Deductible and/or Coinsurance	60 Visits / Standard Deductible and/or Coinsurance	
Acupuncture Visits	Unlimited / Standard Deductible and/or Coinsurance	Unlimited / Standard Deductible and/or Coinsurance	
Durable Medical Equipment	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance	
Prescription Drugs	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance	
Maximum Out-of-Pocket (per person/per family; medical and RX expenses combined)	\$6,550 / \$13,100	\$4,000 / \$8,000 (In-Network); \$14,000 / \$28,000 (Out-of-Network)	\$724.33 \$1,448.66 \$1,955.68
	single		
	2-person	\$560.40 \$1,120.79	
	family	\$1,513.07	

Medicare Supplemental Plans (MC3)		
MC3 with RX Coverage	single	EX10Z045 \$666.14
MC3 with RX Coverage	single	R10Z540M104070 \$644.47
MCORX (No RX Coverage)	single	N/A \$266.41

Monthly Medical Rates with Prescription Benefit Option 2X10/20/45				
single	\$1,057.98	\$994.95	\$801.98	\$882.39
2-person	\$2,115.95	\$1,999.90	\$1,603.96	\$1,674.71
family	\$2,856.54	\$2,686.37	\$2,165.34	\$1,572.45
				\$537.55
				\$1,450.85

Monthly Medical Rates with Participation Benefit Option R-1025-40M104070				
single	\$1,023.47	\$965.54	\$775.88	\$563.45
2-person	\$2,046.93	\$1,925.09	\$1,551.77	\$1,126.90
family	\$2,763.36	\$2,598.87	\$2,094.89	\$1,521.31
				\$516.89
				\$1,039.77
				\$1,403.70

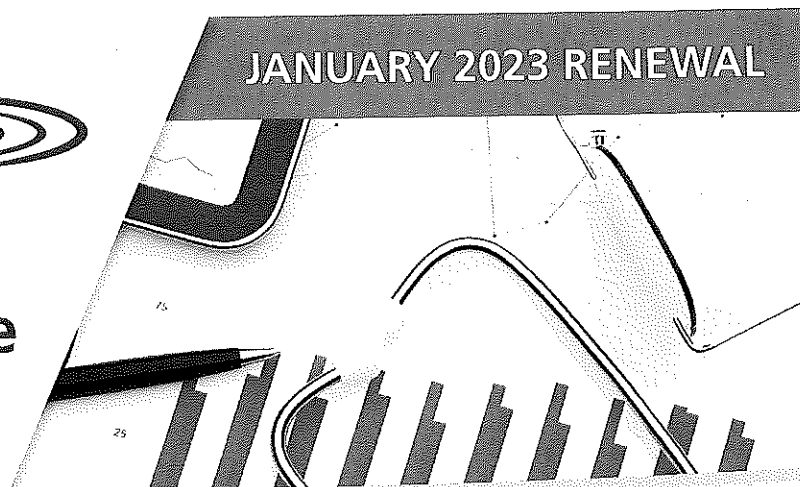
M = Conveys for Maintenance Choice (up to 90 day supply)

RX = Copays for both retail and mail order M = Copays for Maintenance Choice (up to 90 day supply)
 RX = Copays for retail (up to 34 day supply) R= Copays for Maintenance Choice (up to 90 day supply)



How HealthTrust Medical Rates are Determined

JANUARY 2023 RENEWAL

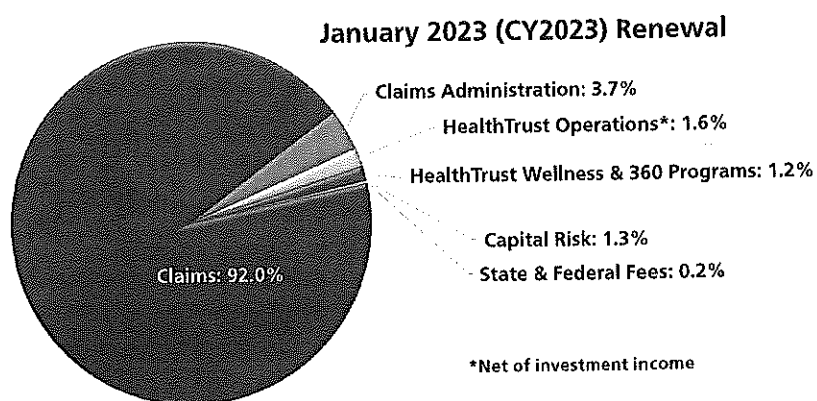


Rating Process

HealthTrust Board of Directors set the January 2023 renewal rates at their meeting on October 4, 2022. Staff and external actuaries (Milliman) work together to review historical claims data that is then projected forward using the latest trend forecasts to derive the change required, if any, in renewal rates. This year's rating process applied the actuaries' recommended trend forecasts to claims incurred from May 2021 through April 2022, and paid through May 2022 to set medical and dental rates. The Finance & Personnel Committee determined the recommended renewal rates, which were then presented at two public hearings for Member Groups. Finally, the HealthTrust Board adopted the renewal rates, taking into consideration feedback received from the two public hearings and the recommendation by the Finance & Personnel Committee.

Medical Contribution Components

The overall medical rates are comprised of several components. Claims are the largest component at approximately 92.0% of the rate, 3.7% for Claims Administration, 1.6% for HealthTrust's Operations (net of investment income), and 1.2% for Wellness and 360 Programs. The remainder of the rate is for required state vaccine fees (0.2%) and risk charges (1.3%), recommended by the actuary for needed reserves.



Medical Plan Relativities

HealthTrust works with its actuaries from time to time to determine the relative cost of the different medical benefit options we offer. At this time, the percentage rate change for each benefit option will remain the same as the overall percentage rate change for Member Groups.

CAPITAL ADEQUACY RESERVE AND RETURN OF SURPLUS



Capital Adequacy Reserve Level

Annually the HealthTrust Board determines the target level for HealthTrust's capital adequacy reserve as of June 30th. The purpose of a capital adequacy reserve is to ensure that all future obligations for the payment of claims and expenses are fully paid even if HealthTrust's actual experience differs from the rating assumptions used to set the contribution rates. Check out our video explaining Capital Adequacy Reserve on our website www.healthtrustnh.org, in the "Who We Are" section under Financials.

HealthTrust locks in the rates it charges for future coverage based on the actuaries' best information known at this time. However, actual future claims costs may be significantly higher than predicted for numerous reasons. The capital adequacy reserve exists to make sure HealthTrust can pay claims and expenses even if future performance differs from the projections used to set rates.

The HealthTrust Board has established a policy that it shall rely on the opinion of a qualified actuary using a sound actuarial methodology to determine the target capital adequacy reserve level for HealthTrust to meet its obligations to pay claims and expenses, even if the rating assumptions end up being too low.

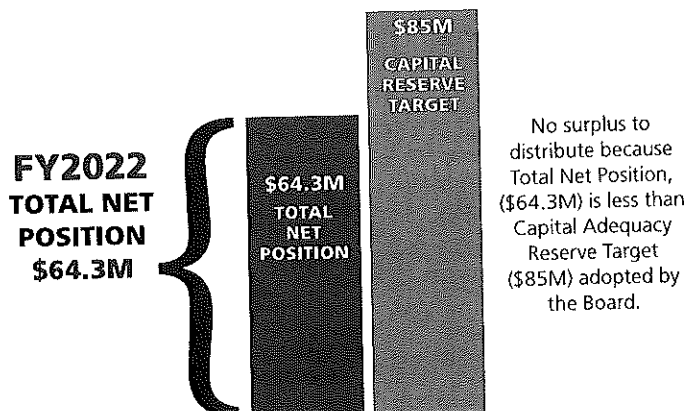
HealthTrust retained Milliman, one of the preeminent actuarial firms in the country, to determine, using an actuarially sound methodology, how much capital adequacy reserve HealthTrust needed as of the start of this fiscal year, July 1, 2022. Milliman recommended that HealthTrust should target a capital adequacy reserve level of \$85 million to \$135 million. In other words, Milliman recommends that HealthTrust use a confidence level that provides no more than a 5% chance of insolvency over the next five years. Where in this range the reserve needs to be depends on whether HealthTrust has pricing flexibility to respond to adverse situations as they develop.

Based on this actuarial recommendation, the HealthTrust Board established a capital adequacy reserve target level of \$85 million as of June 30, 2022.

Return of Surplus

After the Board sets the capital adequacy reserve level, it determines whether there is any surplus to return to Member Groups. The 2022 Fiscal Year audited* financial statement Net Position is \$64.3M, which is less than the Capital Reserve Target (\$85M) adopted by the Board.

*Once the HealthTrust 2022 Fiscal Year audited financial statement is finalized, it will be posted online on our website www.healthtrustnh.org, in the "Who We Are" section under Financials.



HealthTrust values our Member Groups and we strive to continually enhance our benefits and programs to meet and exceed your Group's expectations. The Fall 2022 HealthTrust Matters newsletter contained detailed information about each of these updates. You can reference the newsletter quickly by clicking on the Important Coverage and Program Updates for 2023 tile in your Secure Member Portal (SMP). Benefits Advisors are available to review details about these updates with you in-person or virtually.

Plan Enhancements and Updates

New Medical Benefit Plan Options and Benefit Enhancements

Effective January 1, 2023

New Open Access PPO Plans

- Nationwide network access – no PCP or referrals are required.
- Excellent option for early retirees and dependents living outside the New England area.

Chiropractic and Acupuncture Benefit Enhancements

- Removal of visit limits for chiropractic and acupuncture services on the Lumenos benefit option and Access Blue preferred benefit options that did not already have unlimited visits.

BlueChoice (2T and 3T) and BlueChoice and HMO New England (BCNE and HMONE) Plans to be Discontinued

Effective December 31, 2024

After careful review of benefit option plans and enrollment levels, the following plans will be discontinued as of December 31, 2024 for January Groups.

- **BlueChoice Plans:** BC3T5RDR, BC3T5RDR+, BC3T10, BC3T20, BC3T15IPDED, BC2T10, BC2T20
- **New England Plans:** HMOBNE, HMOBNE20, BCNE, BCNE20

Addition of a New Managed Formulary on the CVS Caremark® prescription benefits

Effective July 1, 2023 for both January and July Groups

The new managed formulary offers a balance of prescription drugs that will deliver a comprehensive selection of clinically appropriate medications while providing the lowest overall net cost, which translates into lower prescription drug claim costs for our Member Groups and Covered Individuals. With this managed formulary, certain prescription drugs, such as those that have a direct generic or brand-name therapeutic equivalent medication available, may be excluded from coverage. Providers will have access to the formulary at the point of prescribing and will be able to prescribe covered medications based on this information.

Enhanced Slice of Life Wellness Platform powered by Virgin Pulse

Effective January 3, 2023

Beginning in 2023, HealthTrust is pleased to partner with Virgin Pulse to provide a fresh, exhilarating new Slice of Life wellness program platform to help individuals maintain or achieve optimal health. The Virgin Pulse gamification design offers more fun, interactive options that can drive sustained engagement and healthy behavioral change. Participants can earn up to \$475 in Pulse Cash in 2023 that can be redeemed for gift cards to a wide variety of locations including Visa, Amazon, or Home Depot. Pulse Cash can also be used to make a donation to a favorite charity, or to purchase health or wellness items from Virgin Pulse's online store.

Please note that effective in January 2023, HealthTrust will discontinue on-site biometric screening events and the fitness device voucher option in the Slice of Life program. The Future Moms program will be replaced with another Anthem program, Building Healthy Families. This program does not include an incentive payment, but it offers many enhanced services and resources including 24/7 unlimited virtual and telephonic support related to family planning, healthy pregnancies, infant care, and parenting.

Continued...

Enhanced LifeResources EAP powered by ComPsych

Effective January 3, 2023

The enhanced LifeResources Employee Assistance Program (EAP), powered by ComPsych GuidanceResources®, will provide cutting-edge employee and employer benefits that provide support across the broad spectrum of life's issues. This enhanced, proactive EAP platform has resources and counseling services to address the everyday issues that challenge your employees and their families, as well as a new financial tool, WellthSource, and Computerized Cognitive Behavioral Therapy. This enriched EAP will continue to provide 24/7 access to assist employees and their families whenever they need assistance, as well as crisis intervention support for Members. The phone number will remain the same for easy access.

Claims Paid Administrative Model for Benefit Advantage FSA Programs

Effective January 1, 2023

HealthTrust will transition from the current "Salary Reduction" model for our FSA program to a "Claims Paid" model. The Claims Paid model is a more efficient way to administer Flexible Spending Accounts (FSA) and will bring HealthTrust in line with industry best practices. This change will make managing FSAs easier and less time-consuming for participating Member Groups.

Keep your Employees Informed – Encourage them to create their SEP Account today!

Encourage your covered employees and retirees to create their Secure Enrollee Portal (SEP) account for 24/7 access to digital ID cards, coverage documents, a Secure Message Center, Single Sign-On buttons to Anthem, CVS Caremark, Delta Dental, Onlife, and other vendor partner websites and resources.

Use the flyer, payroll stuffer and forward-ready email in your SMP (click on Toolkit > Program and Coverage Resources) to remind employees to set up their account today!



If you or someone in your family were taking medications that weren't safe or effective, wouldn't you want to know? Now you can!

Covered individuals can discover if the medications they take now – or could take in the future – are right for them based on their DNA and lifestyle factors with the **Coriell Medication Safety Program**.

Encourage your covered employees, spouses and retirees to learn more at coriell.com/healthtrust or by calling 888.456.9184.



CORIELL
LIFE SCIENCES

Available through
HealthTrust



Town of Pembroke

Rating Entity: Suncook Combination

Rating Renewal: January 2023

Rating Tier: Large, Rating Type: Combination

A. Reported Medical Claims, 5/1/2021-4/30/2022 paid through 5/31/2022	\$1,824,947
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Paid medical services that were provided to Covered Individuals during the experience period 5/1/2021 through 4/30/2022. This amount includes services that were incurred during the experience period, and paid through 5/31/2022.

B. Reported Prescription Drug Claims, 5/1/2021 - 4/30/2022	\$468,529
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Retail and mail service prescriptions filled between 5/1/2021 and 4/30/2022.

C. Total Reported Claims	\$2,293,476
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Total amount of medical and prescription drug expenses paid. (A+B)

D. Less Claims with Excesses > \$150K	(\$33,423)
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Medical and/or prescription drug claims, for any individual, in excess of \$150,000. This amount is removed from the Member Group's total reported medical and prescription drug claims. These excess claims are pooled together and shared by all Member Groups in the renewal. The costs associated with this pooling feature are shown in line item J below. This pooling feature limits the exposure for any one specific Member Group for high cost claimants over \$150,000.

E. Net Reported Claims	\$2,260,053
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Total medical and prescription drug claims, less the claims in excess of \$150,000. (C-D)

F. Plus Medical & Prescription Drug IBNR Adjustment	\$87,727
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The expected cost of claims that were incurred during the experience period but will be processed after 5/31/2022. This amount is actuarially projected and referred to as IBNR (Incurred But Not Reported).

G. Total Rating Claims	\$2,347,780
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Total medical and prescription drug claims for the rating period. (E+F)



Town of Pembroke

Rating Entity: Suncook Combination

Rating Renewal: January 2023

Rating Tier: Large, Rating Type: Combination

H. Medical and Rx Trend	\$182,817
Trend is an estimate of the amount that medical costs and utilization will increase from when they were incurred during the experience period (5/1/2021 - 4/30/2022) to when they will be incurred during the rating period (1/1/2023 - 12/31/2023), which is a 20-month shift forward in time. The annual trend factor for this rating period is 4.6%; when compounded over 20-months it becomes 7.8%.	
I. Anthem Enhanced Personal Health Care (EPHC)	\$21,622
Member Group's proportional share of projected EPHC Provider Payments.	
J. Pooled Excess Claims Expense	\$200,178
Member Group's proportional share of pooled claims in excess of \$150,000.	
K. HealthTrust Capital Maintenance & Risk Expense	\$38,534
HealthTrust's capital maintenance and risk expense is used to manage risk and to maintain necessary capital levels as established by the HealthTrust Board of Directors with the advice of HealthTrust's consulting actuary.	
L. Claims Administrative Expense	\$114,327
Vendor expenses for claim administration.	
M. HealthTrust Administrative Expense	\$47,393
HealthTrust administrative expense.	
N. HealthTrust Wellness & 360 Programs	\$37,298
HealthTrust Wellness and 360 Program expenses.	
O. State & Federal Fees	\$7,805
NH Vaccine Fee and ACA's Patient-Centered Outcomes Research Institute (PCORI) fee.	
P. Projected Member Group Contributions	\$2,997,754
Projected Member Group contributions is the sum of line items: G, H, I, J, K, L, M, N, O.	
Q. Current Rating Contributions (CY2022 Rates x Experience Period Counts)	\$2,754,852
This line item reflects the CY2022 (January 2022-December 2022) rates for the plans offered, multiplied by the total number of Enrollees in each plan per month during the experience period.	



Town of Pembroke

Rating Entity: Suncook Combination

Rating Renewal: January 2023

Rating Tier: Large, Rating Type: Combination

R. Member Group Specific Rate Adjustment Prior to Credibility Weighting 8.8%

The percent of rate change based on comparing the Projected Member Group Contributions (line item P) to the Current Rating Contributions (line item Q), utilizing the Member Group's claims

S. Credibility Factor 39.6%

Member Groups are rated entirely on their own experience when they are fully credible by having 1,000 or more covered employees and retirees. For Member Groups between 51-999, only a portion of their renewal rate is based on their own experience and the remainder of their renewal rate is based on the January rating renewal's overall rate change. The portion of the Member Groups rate based on their own experience is called its credibility factor and is based on their size. This pooling feature is designed to address potential volatility for individual Member Groups not large enough to be rated entirely on their own.

U. Credible Rate Change 7.0%

The rate change with the Member Group's credibility factor applied (see line item S). The Member Group's credible rate change is the Member Group's experience (line R) weighted by the Credibility Factor, combined with the January rating renewal overall result of 5.2% for the non-credible portion of their rate, (100% minus the Credibility Factor). The result is adjusted for certain fees not dependent on Member Group size.

V. Reconciled Rate Change 6.7%

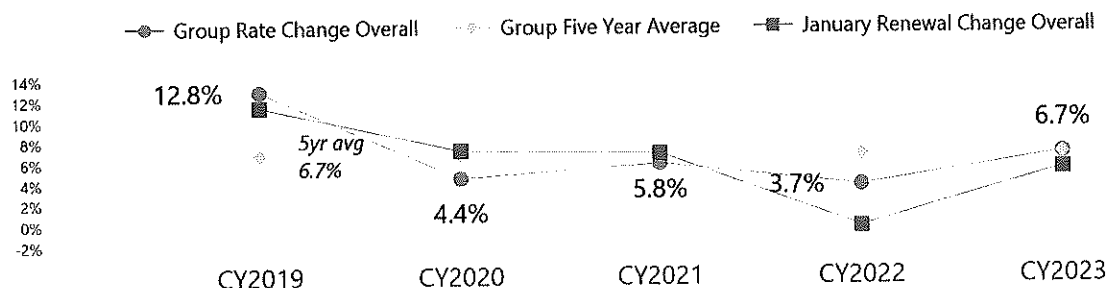
Due to rounding in the credibility calculation, there may be a small discrepancy or "actuarial bias" that needs to be adjusted through reconciliation.

W. Capped Rate Change 6.7%

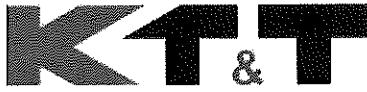
In some renewals, rate capping is instituted to protect Member Groups from severe rate increases. Rates are capped at a certain percentage and then all Member Groups with an increase below the specified percentage see a slight increase to cover any amounts that would have been above the capped percentage. For this January rating renewal there was no rate capping.

X. Final Rate Change 6.7%

Group Specific Medical Rate Change History



ELECTRICAL CONTRACTING



WHOLESALE DISTRIBUTION

Distributors, Inc.

Your Source for Industrial Products and Services

Bob Fanny
Pembroke Public Works
8 Exchange Street
Pembroke, NH 03275
Ref: Town of Pembroke, NH

10/06/2022

Bob,

KT&T is pleased to provide the following sales proposal for Pembroke Public Works.
Cleaning lenes and inspection of poles, decorative lights on Main St. your
review and consideration.

Project Scope: Cleaning and Inspection of 10 Decorative Pole Lights on Main St

*{10} Pole lights to clean plastics lenes, position lift, inspection of base, poles & light fixtures
and provide evaluation report on poles and fixtures structure @\$175.00 /ea.= \$1750.00
*Boom Lift @ cost \$1000.00

*Total Project Cost: \$2750.00
Estimated: Two days to complete task

We at KT&T look forward to working with you on this project and thank you for the opportunity to
quote your lighting service requirements. Please do not hesitate to contact me any time for questions or
future clarification of our offer at 603-377-6686 or rgadouas@kttdistributors.com.

Sincerely,
Ron Gadouas
Ron Gadouas
Sales Manager
KT&T Distributors, Inc. DBE/MBE/SDB
472 Amherst Street, Suite 12
Nashua, NH 03063
C: 603-377-6686
rgadouas@kttdistributors.com
<http://shop.kttdistributors.com>



472 Amherst Street, Suite 12, Nashua, NH 03063
Tel: (603) 809-6638 Fax: (603) 386-6289 www.kttdistributors.com





G. F. W. C. – N. H. PEMBROKE WOMEN'S CLUB



The Pembroke Women's Club is a not-for-profit organization of volunteers who provide educational, civic and charitable benefits to the greater Pembroke, Allenstown and Suncook Village Communities. The General Federation of Women's Clubs is an international women's organization dedicated to community improvement by enhancing the lives of others through volunteer service. *GFWC~It's a Volunteer Thing!*

TO: Board of Selectman, Town of Pembroke, N. H.
VIA: Mr. David Jodoin, Administrator, Town of Pembroke, NH
Town Hall, 311 Pembroke St., Pembroke, N. H. 03275 *Susan Burt, pwc*
FROM: GFWC-NH Pembroke Women's Club (PWC) via Susan Burt, *By Hand*
PWC 'Christmas in the Village' 2022 Committee
DT: October 11, 2022
RE: 'Christmas in the Village'
Request for Town and Police Approval of Street Closure(s) on 12/4/2022:
(A) Main St., from Glass & Front St. intersection to Broadway;
Parade permit form attached, as per NHDOT requirement;
(B) Town closure of Central Street

The Pembroke Women's Club (PWC) wishes to sponsor the annual event "**Christmas in the Village**" 1-4 PM on **Sunday, December 4, 2022, with street closures from 12:30pm to 4:30pm**, Weather Permitting. The street closures are to create a SAFE pedestrian Main Street walkway to offer fun holiday activities on the street and in the shops and buildings there.

Closures: (A.) Main St.- Close to ordinary vehicular traffic from Glass St./Front St. to Broadway at Main St.

The NHDOT documents Per RSA 286:2 and RSA 236:1, "Application for Parade Permit or Other Activity Conducted on State Highway System" are attached for your review and approval. Upon Town Approval the attached will be forwarded to NH DOT District 5 Engineer. Please contact Susan Burt once approved so she can expedite. Thank you!

(B.) Central St., from Main St. to Church St. *Note 1:* Central St. is one way East and it's access via Main St. is blocked due to the Main St. closure requested in (A). *Note 2:* Entrance & Exit to the Municipal lot and the Village St. Alley should be available via Glass Street. This request is to allow for tractor hayrides pickup/drop-offs and, and we find the hay wagons travel easier & safer utilizing a Central St.-Church St.-Glass St.-Main St. route. Also, if there is a children's activity in the American Legion Hall it would provide extra safety for those walking from Main Street to Church Street via Central St.

Please advise if you need a current copy of the PWC general liability insurance certificate. In the past the policy year has run from Oct.-Sept.

The Pembroke Women's Club appreciates the support of the Selectmen and the various Town departments (Police, Public Works, Fire, Library) staff who cooperate so we can produce this all-free family holiday event.

Attached: Permit Application documents as noted above

cc: Pembroke Police, Fire, and Public Works
Rose Dodd, PWC Pres., CITV Committee
Amy Lacaillade, PWC Treasurer, CITV Committee

STATE OF NEW HAMPSHIRE
Application for Parade Permit or Other
Activity Conducted on State Highway System

Today's Date Oct. 7, 2022

To: Department of Transportation
Transportation Management Center
PO Box 483, 110 Smokey Bear Blvd
Concord, New Hampshire 03302-0483
Phone (603) 271-6862
Fax (603) 271-8626

Under provisions of RSA 286:2 and RSA 236:1, application is made for a parade / activity on the state highway system.

Indicative data is shown below:

Type of activity?

If so, what type (foot, bike, etc.)?

Will event affect highway safety?

Will highway traffic be delayed?

If so, how long?

Will highway traffic be detoured?

Name of sponsoring organization:

Mail permit to:

Phone no. where I may be reached:

Purpose of activity:

Name of Municipality:

Date of activity:

Starting and ending times:

State route(s) to be traveled:

Traffic control provided by:

Holiday Festivities for local families

Foot- A Pedestrian 'mall' _____

No _____

No – traffic can go around the block _____

Yes, around the block.

GFWC-NH Pembroke Women's Club

Pembroke Women's Club, attn.: S. Burt

c/o Town Hall, 311 Pembroke St.

Pembroke, NH 03275 _____

603-485-7217 _____

Holiday festivities for local families

Pembroke, Suncook Village specifically _____

Sunday, Dec. 4, 2022 _____

Noon until 4: 12:30pm-4pm _____

Main Street, Suncook Village _____

Pembroke Police _____

Approved by Town Officials:

Selectmen / Town Manager / Police Chief
(circle one)

Signed by Susan Bent, PWC
603-485-7217 (Applicant)

Please attach a simple map or sketch plotting the start, finish, route(s) of travel, detour(s), and parking area(s) if provided.

Recommended:

District Engineer

Pedestrians' Rights and Duties

265:34 Pedestrians Subject to Traffic Signs and Regulations. A pedestrian shall obey the instructions of any traffic sign or regulation specifically applicable to him, unless otherwise directed by a police officer. Pedestrians shall be subject to traffic and pedestrian control signals as provided in RSA 265:9 unless required by local ordinance to comply strictly with such signals. At all other places, pedestrians shall be accorded the privileges and shall be subject to the restriction stated in this chapter.

265:35 Pedestrian's Right of Way in Crosswalks.

I. When traffic control signals are not in place or not in operation the driver of a vehicle shall yield the right of way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

II. No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard.

III. Paragraph I shall not apply under the conditions stated in RSA 265:36.

IV. Whenever any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass such stopped vehicle.

265:36 Crossing at Other Than Crosswalks.

I. Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles upon the roadway.

II. Any pedestrian crossing a roadway at a point where a pedestrian tunnel or overhead pedestrian crossing has been provided shall yield the right of way to all vehicles upon the roadway.

III. Between adjacent intersections at which traffic control signals are in operation pedestrians shall not cross at any place except in a marked crosswalk.

IV. No pedestrian shall cross a roadway intersection diagonally unless authorized by traffic control devices; and, when authorized to cross diagonally, pedestrians shall cross only in accordance with the official traffic control devices pertaining to such crossing movements.

265:37 Drivers to Exercise Due Care. Notwithstanding the foregoing provisions of this chapter or the provisions of any local ordinance, every driver of a vehicle shall exercise due care to avoid colliding with any pedestrian or any person propelling a human-powered vehicle and shall give an audible signal when necessary and shall exercise proper precaution upon observing any child or any obviously confused, incapacitated or intoxicated person.

265:38 Pedestrians to Use Right Half of Crosswalks. Pedestrians shall move, whenever practicable upon the right half of crosswalks.

265:39 Pedestrians on Roadway.

I. Where sidewalks are provided it shall be unlawful for any pedestrian to walk along and upon an adjacent roadway.

II. Where a sidewalk is not available, any pedestrian walking along and upon a way shall walk only on a shoulder, as far as practicable from the edge of the roadway. Where neither a sidewalk nor a shoulder is available, any pedestrian walking along and upon a way shall walk as near as practicable to an outside edge of the roadway, and if on a two-way roadway, shall walk only on the left side of the roadway.

III. Except as otherwise provided in this chapter, any pedestrian upon a roadway shall yield the right of way to all vehicles upon the roadway.

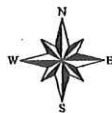
265:40 Pedestrians Soliciting Rides or Business.

I. No person shall stand on the traveled portion of a roadway for the purpose of soliciting a ride, employment, business or contributions from the occupant of any vehicle.

II. No person shall stand on or in proximity to the traveled portion of a street or way for the purpose of soliciting the watching or guarding of any vehicle while parked or about to be parked on a street or way.

III. It shall be lawful for any person to hitchhike or solicit a ride from the occupant of any vehicle upon any road or way, or limited access road and highway provided that the individual is not, when so doing, standing on the paved portion of the road or way.

IV. No person shall signal a moving vehicle or stop a vehicle on any public way in order to solicit or sell a ticket of admission to an entertainment or sports event.



REQUESTED CITV Street Closures

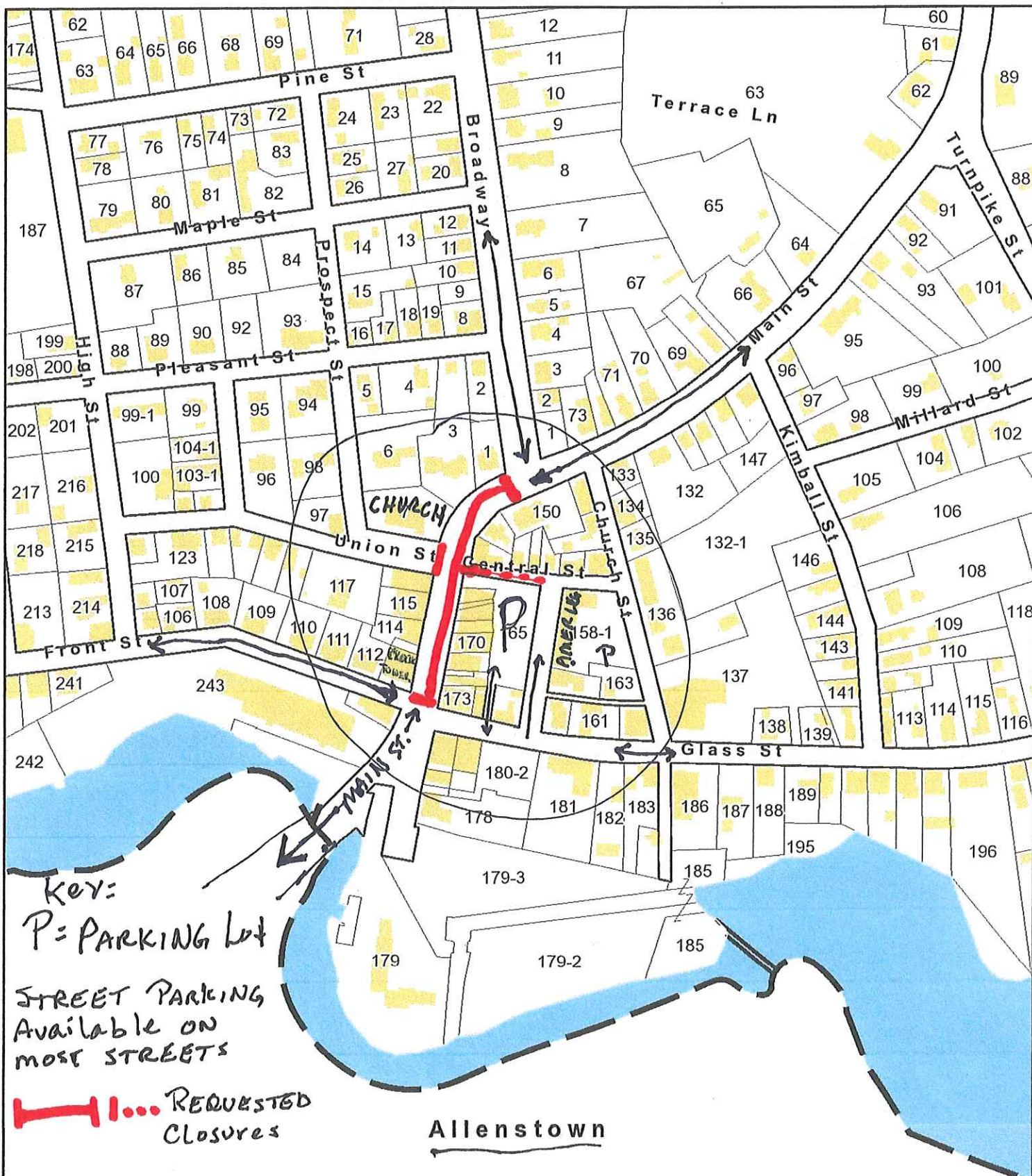
Pembroke, NH

1 inch = 274 Feet

October 12, 2022



PEMBROKE WOMEN'S
CLUB-CHRISTMAS IN
THE VILLAGE-SUNCOOK
12:30-4:30pm
MAIN ST., SUNCOOK



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map. PREPARED BY SUSAN RURT PHIL.

Town of Pembroke

2023 Town Budget Proposal

Statement Code: 3TownBudgt

Account Number / Description	3 Years Prior Actual 1/1/2020 - 12/31/2020	2 Years Prior Budget 1/1/2021 - 12/31/2021	2 Years Prior Actual 1/1/2021 - 12/31/2021	1 Year Prior Revised 1/1/2022 - 12/31/2022	1 Year Prior Actual 1/1/2022 - 12/31/2022	2023 Budget 1/1/2023 - 12/31/2023	Budget Difference 1/1/2023 - 12/31/2023	Change %
41940 General Government Buildings								
1000-41940-11000 Wages - GB	2,030.00	19,900.00	14,820.00	21,060.00	13,314.00	20,452.00	(608.00)	(2.89)%
1000-41940-22000 Social Security - GB	125.86	1,234.00	0.00	0.00	293.56	1,269.00	1,269.00	---
1000-41940-22500 Medicare - GB	29.45	289.00	0.00	0.00	68.65	297.00	297.00	---
1000-41940-41000 Electricity - Town Clock	477.22	600.00	406.08	550.00	288.73	577.00	27.00	4.91 %
1000-41940-41001 Electricity - Safety Center	16,683.54	20,000.00	19,205.43	20,000.00	14,162.01	21,000.00	1,000.00	5.00 %
1000-41940-41003 Electricity - Town Hall	3,609.23	5,500.00	3,536.87	4,500.00	2,502.49	4,725.00	225.00	5.00 %
1000-41940-41004 Electricity - Public Works	5,867.43	6,500.00	5,936.11	6,500.00	4,782.63	6,825.00	325.00	5.00 %
1000-41940-41101 Heating Fuel - Safety Center	7,832.97	11,500.00	8,851.77	11,000.00	8,226.19	13,200.00	2,200.00	20.00 %
1000-41940-41103 Heating Fuel - Town Hall	2,072.01	2,500.00	2,393.28	2,500.00	2,139.44	3,000.00	500.00	20.00 %
1000-41940-41104 Heating Fuel - Public Works	6,109.91	6,000.00	3,410.74	7,000.00	3,829.25	8,400.00	1,400.00	20.00 %
1000-41940-43000 Repair & Maint. - Town Clock	300.00	500.00	2,000.00	1,000.00	0.00	1,000.00	0.00	0.00 %
1000-41940-43001 Repair & Maint - Safety Center	26,378.36	17,500.00	24,606.67	18,000.00	16,439.50	25,000.00	7,000.00	38.89 %
Notes: interior painting; carpet cleaning (PD)								
1000-41940-43003 Repair & Maint - Town Hall	17,870.08	7,500.00	3,989.48	7,000.00	4,924.83	7,000.00	0.00	0.00 %
1000-41940-43004 Repair & Maint - Public Works	13,650.90	8,000.00	16,119.98	8,000.00	9,855.11	12,000.00	4,000.00	50.00 %
Notes: Repair berm for SWPP								
1000-41940-43007 Repair & Maint - Library	13,189.93	7,500.00	5,716.90	7,000.00	5,149.85	7,000.00	0.00	0.00 %
1000-41940-67002 Maint & Repair - Parks & Lots	584.57	600.00	345.74	600.00	582.30	600.00	0.00	0.00 %
TOTAL 41940 General Government Buildings	\$116,811.46	\$115,623.00	\$111,339.05	\$114,710.00	\$86,558.54	\$132,345.00	\$17,635.00	15.37 %
41951 Cemeteries								
1000-41951-39000 Contracted Mowing Services	24,000.00	24,000.00	23,920.00	29,280.00	21,710.00	31,180.00	1,900.00	6.49 %
Notes: add to the mowing contract the maintenance of the Robert Frost bench area								
1000-41951-43000 Marker Repairs & Cemetery Maint.	1,796.25	2,500.00	2,345.37	2,500.00	1,272.42	2,500.00	0.00	0.00 %
1000-41951-44000 Burials - CE	3,850.00	4,000.00	3,650.00	4,000.00	2,850.00	4,000.00	0.00	0.00 %
1000-41951-62000 Other Supplies - CE	3.79	50.00	0.00	50.00	0.00	50.00	0.00	0.00 %
1000-41951-83000 Public Notices - CE	0.00	150.00	0.00	150.00	0.00	100.00	(50.00)	(33.33)%
TOTAL 41951 Cemeteries	\$29,650.04	\$30,700.00	\$29,915.37	\$35,980.00	\$25,832.42	\$37,830.00	\$1,850.00	5.14 %

Town of Pembroke

2023 Town Budget Proposal

Report # 35737

Account Number / Description	3 Years Prior Actual 1/1/2020 - 12/31/2020	2 Years Prior Budget 1/1/2021 - 12/31/2021	2 Years Prior Actual 1/1/2021 - 12/31/2021	1 Year Prior Revised 1/1/2022 - 12/31/2022	1 Year Prior Actual 1/1/2022 - 12/31/2022	2023 Budget 1/1/2023 - 12/31/2023	Budget Difference 1/1/2023 - 12/31/2023	Change %
GRAND TOTAL	\$146,461.50	\$146,323.00	\$141,254.42	\$150,690.00	\$112,390.96	\$170,175.00	\$19,485.00	12.93 %

Town of Pembroke

2023 Town Budget Proposal

Statement Code: 3TownBudget

Account Number / Description	3 Years Prior Actual 1/1/2020 - 12/31/2020	2 Years Prior Budget 1/1/2021 - 12/31/2021	2 Years Prior Actual 1/1/2021 - 12/31/2021	1 Year Prior Revised 1/1/2022 - 12/31/2022	1 Year Prior Actual 1/1/2022 - 12/31/2022	2023 Budget 1/1/2023 - 12/31/2023	Budget Difference 1/1/2023 - 12/31/2023	Change %
43111 Public Works Department								
1000-43111-11000 Wages - PWD	496,511.64	518,317.00	448,031.34	510,689.00	378,188.54	544,214.00	33,525.00	6.56 %
1000-43111-14000 Overtime Wages - PWD	41,977.94	40,000.00	46,047.06	40,000.00	38,577.17	43,000.00	3,000.00	7.50 %
1000-43111-16000 Part Time/Seasonal Wages - PWD	3,225.60	12,480.00	14,266.30	12,680.00	10,224.76	13,096.00	416.00	3.28 %
1000-43111-21000 Health Insurance - PWD	180,024.56	216,014.00	181,656.74	216,963.00	179,660.09	199,597.00	(17,366.00)	(8.00)%
1000-43111-21100 Dental Insurance - PWD	11,562.48	13,916.00	10,953.07	12,885.00	9,546.76	12,476.00	(409.00)	(3.17)%
1000-43111-21500 Life Insurance - PWD	369.00	396.00	450.60	396.00	436.80	594.00	198.00	50.00 %
1000-43111-21900 Disability Insurance - PWD	6,683.11	7,584.00	7,514.92	7,584.00	6,409.56	7,932.00	348.00	4.59 %
1000-43111-22000 Social Security - PWD	31,919.88	35,390.00	29,859.54	34,143.00	24,866.00	37,034.00	2,891.00	8.47 %
1000-43111-22500 Medicare - PWD	7,465.16	8,277.00	6,984.60	7,985.00	5,815.49	8,661.00	676.00	8.47 %
1000-43111-23000 NH Retirement - PWD	60,103.91	70,460.00	63,522.31	77,427.00	58,990.99	80,622.00	3,195.00	4.13 %
1000-43111-29000 Uniforms - PWD	4,047.87	5,700.00	5,650.46	6,700.00	3,152.34	7,000.00	300.00	4.48 %
1000-43111-29001 Training & Education - PWD	625.00	2,000.00	1,010.00	2,000.00	1,502.00	2,000.00	0.00	0.00 %
1000-43111-31200 Contracted Services - PWD	1,175.00	3,000.00	630.00	3,000.00	2,415.00	5,000.00	2,000.00	66.67 %
Notes: Due to staffing issues and resident complaints that the kids cannot walk on the sidewalks in the winter, we are now contracting out for the snow removal								
1000-43111-34100 Telephone - PWD	6,294.01	4,300.00	7,231.64	5,500.00	5,440.10	6,000.00	500.00	9.09 %
1000-43111-39001 Striping Contract - PWD	13,325.81	13,308.00	8,364.51	19,375.00	0.00	21,314.00	1,939.00	10.01 %
1000-43111-39002 Street Sweeping - PWD	7,650.00	7,800.00	7,800.00	7,960.00	7,960.00	9,300.00	1,340.00	16.83 %
Notes: New contract								
1000-43111-39003 Tree Cutting - PWD	3,350.08	3,000.00	399.54	3,000.00	1,151.49	3,500.00	500.00	16.67 %
1000-43111-39004 Storm Drain Cleaning/Repair - PWD	53,092.18	35,000.00	30,950.00	35,000.00	30,713.43	35,000.00	0.00	0.00 %
1000-43111-39010 Pager Services - PWD	161.28	275.00	96.88	0.00	0.00	0.00	0.00	---
1000-43111-44000 Equipment Rentals - PWD	809.82	5,000.00	887.12	5,000.00	736.20	4,000.00	(1,000.00)	(20.00)%
1000-43111-44001 Tower Rental	3,712.71	4,500.00	3,989.02	4,500.00	3,407.26	4,650.00	150.00	3.33 %
1000-43111-55000 Printing - PWD	719.78	600.00	907.63	650.00	68.87	700.00	50.00	7.69 %
1000-43111-56000 Dues & Subscriptions - PWD	550.04	800.00	650.04	800.00	526.51	800.00	0.00	0.00 %
1000-43111-56001 Meetings & Conferences - PWD	0.00	100.00	40.04	100.00	0.00	100.00	0.00	0.00 %
1000-43111-61000 Street Signs - PWD	2,345.36	2,500.00	1,198.20	2,500.00	1,204.23	2,500.00	0.00	0.00 %
1000-43111-62000 Department Supplies - PWD	1,432.75	1,500.00	889.76	1,500.00	532.16	1,500.00	0.00	0.00 %

Town of Pembroke

2023 Town Budget Proposal

Account Number / Description	3 Years Prior Actual	2 Years Prior Budget	2 Years Prior Actual	1 Year Prior Revised	1 Year Prior Actual	2023 Budget	Budget Difference	Change %
	1/1/2020 - 12/31/2020	1/1/2021 - 12/31/2021	1/1/2021 - 12/31/2021	1/1/2022 - 12/31/2022	1/1/2022 - 12/31/2022	1/1/2023 - 12/31/2023	1/1/2023 - 12/31/2023	
1000-43111-62001 Fleet Tools & Parts - PWD	6,147.79	6,500.00	6,035.25	6,500.00	5,997.07	6,500.00	0.00	0.00 %
1000-43111-62500 Postage - PWD	60.90	150.00	62.45	150.00	87.55	150.00	0.00	0.00 %
1000-43111-63500 Gas & Fuel - PWD	34,431.38	48,000.00	41,950.99	48,000.00	45,711.50	57,600.00	9,600.00	20.00 %
1000-43111-68000 Office Supplies - PWD	742.95	700.00	626.46	750.00	453.74	750.00	0.00	0.00 %
1000-43111-69000 Salt & Sand - PWD	50,821.80	55,000.00	86,045.78	85,000.00	67,390.76	100,000.00	15,000.00	17.65 %
1000-43111-73000 Road Maintenance and Improvement - PWD	24,991.27	40,000.00	17,401.31	40,000.00	18,812.68	40,000.00	0.00	0.00 %
1000-43111-74000 Machinery & Equip Purchases - PWD	1,825.00	2,000.00	10,185.35	2,000.00	944.69	2,000.00	0.00	0.00 %
1000-43111-74001 Equip/Radio Maint & Repair - PWD	541.50	1,000.00	573.50	1,000.00	1,941.71	1,500.00	500.00	50.00 %
1000-43111-74002 Safety Equipment - PWD	572.19	1,500.00	2,573.66	1,500.00	1,020.07	2,000.00	500.00	33.33 %
1000-43111-76001 Vehicle Maint & Repair - PWD	54,689.10	50,000.00	54,052.96	50,000.00	38,971.78	55,000.00	5,000.00	10.00 %
1000-43111-83000 Public Notices - PWD	0.00	300.00	0.00	300.00	0.00	300.00	0.00	0.00 %
1000-43111-86000 Computer/Software Maint - PWD	3,419.93	3,400.00	2,988.00	7,500.00	6,614.00	10,000.00	2,500.00	33.33 %
Notes: New computer, MS4 software								
TOTAL 43111 Public Works Department	\$1,117,378.78	\$1,220,767.00	\$1,102,477.03	\$1,261,037.00	\$959,471.30	\$1,326,390.00	\$65,353.00	5.18 %
43112 Engineering								
1000-43112-31000 Engineering	193.36	25,000.00	1,350.84	25,000.00	3,468.18	25,000.00	0.00	0.00 %
TOTAL 43112 Engineering	\$193.36	\$25,000.00	\$1,350.84	\$25,000.00	\$3,468.18	\$25,000.00	\$0.00	0.00 %
43113 Union Contract								
1000-43113-10000 Union Contract	0.00	7,310.00	7,310.00	0.00	0.00	0.00	0.00	---
TOTAL 43113 Union Contract	\$0.00	\$7,310.00	\$7,310.00	\$0.00	\$0.00	\$0.00	\$0.00	---
43163 Street Lighting								
1000-43163-41000 Electricity - Street Lighting	17,039.54	18,000.00	12,450.03	18,000.00	10,607.43	19,000.00	1,000.00	5.56 %
TOTAL 43163 Street Lighting	\$17,039.54	\$18,000.00	\$12,450.03	\$18,000.00	\$10,607.43	\$19,000.00	\$1,000.00	5.56 %
43231 Solid Waste Division								
1000-43231-62000 Department Supplies - SW	4,553.38	5,000.00	9,079.43	6,500.00	8,483.22	7,000.00	500.00	7.69 %
Notes: Carts and covers								

Town of Pembroke

2023 Town Budget Proposal

Account Number / Description	3 Years Prior Actual 1/1/2020 - 12/31/2020	2 Years Prior Budget 1/1/2021 - 12/31/2021	2 Years Prior Actual 1/1/2021 - 12/31/2021	1 Year Prior Revised 1/1/2022 - 12/31/2022	1 Year Prior Actual 1/1/2022 - 12/31/2022	2023 Budget	Budget Difference 1/1/2023 - 12/31/2023	Change %
1000-43231-83200 Environmental Monitoring - SW	8,437.60	10,500.00	7,060.34	10,000.00	6,360.14	10,000.00	0.00	0.00 %
TOTAL 43231 Solid Waste Division	\$12,990.98	\$15,500.00	\$16,139.77	\$16,500.00	\$14,843.36	\$17,000.00	\$500.00	3.03 %
43243 Solid Waste Collection								
1000-43243-39000 CRSW/RCC Tipping	217,447.10	222,000.00	180,418.59	240,000.00	94,914.57	245,000.00	5,000.00	2.08 %
TOTAL 43243 Solid Waste Collection	\$217,447.10	\$222,000.00	\$180,418.59	\$240,000.00	\$94,914.57	\$245,000.00	\$5,000.00	2.08 %
43244 Solid Waste Division								
1000-43244-39000 Recycling	23,070.23	25,000.00	7,338.79	20,000.00	3,749.19	25,000.00	5,000.00	25.00 %
TOTAL 43244 Solid Waste Division	\$23,070.23	\$25,000.00	\$7,338.79	\$20,000.00	\$3,749.19	\$25,000.00	\$5,000.00	25.00 %
43245 Solid Waste Division								
1000-43245-39000 Hazardous Waste Removal	0.00	10,000.00	11,440.00	0.00	0.00	12,500.00	12,500.00	---
1000-43245-39050 Used Oil/Antifreeze Disposal	549.62	750.00	474.62	750.00	0.00	750.00	0.00	0.00 %
TOTAL 43245 Solid Waste Division	\$549.62	\$10,750.00	\$11,914.62	\$750.00	\$0.00	\$13,250.00	\$12,500.00	1,666.67 %
43249 Solid Waste Division								
1000-43249-39000 Container Removal	37,668.20	33,000.00	38,061.20	60,000.00	21,313.48	65,000.00	5,000.00	8.33 %
TOTAL 43249 Solid Waste Division	\$37,668.20	\$33,000.00	\$38,061.20	\$60,000.00	\$21,313.48	\$65,000.00	\$5,000.00	8.33 %
GRAND TOTAL	\$1,426,337.81	\$1,577,327.00	\$1,377,460.87	\$1,641,287.00	\$1,108,367.51	\$1,735,640.00	\$94,353.00	5.75 %

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
August 3, 2022 at 6:30 PM**

DRAFT,

Present: Selectman Richard Bean, Selectman Peter Gagyi, Selectman Karen Yeaton, Selectman Rick Frederickson, Selectman Sandy Goulet

Staff: Town Administrator David Jodoin

I. Call to Order:

Chairman Yeaton called the meeting to order at 6:30pm.

II. Citizens Comment:

None

III. Scheduled Meetings

Steve and Tammy Boucher - Purple Heart Discussion

Diane Schuette, Pembroke Street,

Tammy Boucher, 240 Alexander Drive, discussed her dad, Roy Edwin Annis, who served in WWII and is a Purple Heart Recipient. She is requesting he be recognized with a Purple Heart Sign on the Purple Heart Trail that runs through Town. Roy was a paratrooper and rifleman in the US Army Company E, 511th Parachute Infantry Regiment. Roy earned his Purple Heart after being shot while saving a comrade on Leyte Island in 1945 as well as a Bronze Star, Good Conduct Medal, and a Distinguished United States Badge. After returning home, Roy spent 35 years working at the Suncook Post Office. He also served on the Pembroke Board of Selectman, Planning Board, Budget Committee, and the Pembroke School Board.

Diane Schuett, Pembroke Street, explained the Purple Heart Trail runs along Route 3 and the Town can post a sign with Roy's name on it. Another option is designating Pembroke as a Purple Heart Community.

Rich Caruso, Allenstown Resident, explained that in August, Allenstown was designated a Purple Heart Community. The Select Board will need to approve a proclamation and declare themselves a Purple Heart Community. Signs would be allowed to go anywhere in town but any signs that are put up along State roads will need to be approved by the State. If the Town chooses to post a sign along the trail rather than a full community designation, it will not require a formal proclamation and Boucher's can do it themselves. Towns are allowed to put one sign in each direction and only one name is allowed to go on the sign. There is currently one

heading into Town from Route 106 but there is not a sign coming the other direction. The sign is \$60 and there are discounts available.

Trish Caruso, Allenstown Resident, clarified that if they choose to do a Purple Heart Community, they can have as many signs as they want with names on them and they do not have to be on Route 3.

Selectman Goulet made a motion to become a Purple Heart Community. Selectman Gagyí seconded the motion. Motion passed 5-0.

The Board will form a sub-committee to understand costs and reach out to the community to see if there are other Purple Heart Recipients. The Boucher's volunteered to be on that committee.

Chris Gamache – Discussion on meeting with Allenstown Selectboard

David Jodoin and Chris Gamache, EMS Director, met with the Allenstown Selectboard to discuss the letter that the Allenstown Board set to the Town of Pembroke Board with their desire to eliminate the intermunicipal agreement for Ambulance service effective July 1, 2025.

David explained to them that the current structure is working well for both communities providing the best service available and also explained the dissolution process.

Chris explained in detail what services are provided by Tri-Town and how the budget is working for both Towns. The Selectboard had several questions for them but seemed firm in their decision.

David explained that he will be trying to schedule a special meeting for the EMS Board to discuss the 2023 proposed budget. Since the Allenstown Board's message was clear to him that they are proceeding with the dissolution, it would be his opinion that the EMS Board should not look to purchase a new ambulance. He also does not want to set additional funds aside for projects and items that may not come to fruition which will have an overall effect of a decrease in both Pembroke and Allenstown's planned appropriation for 2023. David read an email chain with Allenstown's Fire Chief Lambert where they are requesting service contracts and a listing of assets.

Director Gamache discussed with them the potential budget for the new Allenstown only service would be roughly \$1,275,000. They are projecting \$600,000 in revenues. When looking at their proposed staffing model, it is similar to the Town of Bow's service. Bow's annual budget is \$1,365,000. Allenstown's current budget for their Fire Department and their Tri-Town Appropriation is roughly \$800,000. Chris feels confident in his analysis that a best-case scenario for Allenstown is paying roughly \$230,000 more per year for less coverage. Their Fire Chief disagrees and is

confident in his projections. Chris believes that part of their purpose is to save their Fire Department which Chief Lambert was clear in his discussions at the Allenstown Board meeting on October 3rd that he is having problems with responding to calls.

Fire Chief Gagnon stated he spoke to the Fire Chief in Allenstown the day before the letter came and he cryptically said there are changes coming but the relationship between the two Towns needs to stay strong. He also shared they are missing 25-30% of their calls. They feel they can save the department by having two people on duty for ambulance/fire. Chief Gagnon has concerns about only having two people available to respond to fire and EMS calls and has no interest in providing EMS calls as part of Pembroke Fire.

Selectman Goulet asked what their response would be if in the near future Allenstown changed their minds. She went on to ask the other Board members if they also had a bad taste in their mouth on how this went down. The consensus was that there was.

David stated that Pembroke has to move forward that the intermunicipal agreement is ending and the Board needs to work on a plan that will benefit and cover the residents of Pembroke.

Chris suggested giving them a May 31, 2023 hard stop deadline for reconsideration. June is when the budget process for 2024 will begin. David shared concerns about giving them that long to decide because they need to purchase an ambulance and with the delivery dates being 18-24 months, it pushes that out further. Chris stated that 18-24 months' time frame is unlicensed and not outfitted so it is actually longer.

Selectman Goulet asked if there are contracts between Tri-Town with surrounding Towns. Chris explained they are a part of the Capital Area Mutual Aid. One of the comments that came from Allenstown was that they were abusing mutual aid and that Hooksett was also having problems with Candia in the fact that they were in Candia more than their own Town.

Chris Gamache shared his concerns that based on the way the conversations have been happening since the initial letter was sent, Allenstown is going to move on this quicker than the 2025 contract end date. Pembroke should set themselves up to be ready when Allenstown is ready. On January 6, 2022, Chris met with the Town Administrator the Chairman of the EMS Board Mike O'Meara and Chairman Scott Macdonald from Allenstown.. They were discussing ways to grow the service and their commitment to Tri Town EMS. Chris felt confident in the direction the service was headed. When this letter was sent, they said they have been discussing this issue for 8 months. Which would be right after that meeting where they committed to the growth of the service. This has eroded his confidence in them keeping up their end of their end of the contract. Chief Gagnon stated that was also around the time their Board approved a renovation for bunk rooms in the second floor of their station and

the Selectman approved a purchase of a used ambulance. They have not purchased anything yet.

Selectman Goulet made a motion to request from the Town of Allenstown all copies of the minutes and business plan relating to the proposed ambulance service. Selectman Frederickson seconded the motion. Motion passed 5-0.

Chris Gamache – 2023 Tri-Town EMS Budget

The budget will need to be revised to reflect the added costs of the dissolution. The Town Administrator will report back to the Board.

2023 Budget -Elected Officials, Town Administration, Auditing, Tax Collection, Information Systems, Budget Committee, Legal, Planning/Zoning, Health Administration, Welfare Administration, CAP Contribution, Direct Assistance Recreation Commission, Patriotic Purposes, Old Home Day, Christmas in the Village, Conservation Commission, Economic Development Committee, Debt Service

David shared some highlights from the 2023 budget:

- Dental is increasing 1.5% Health is going up 6.7%.
- This budget factors in putting a full-time person into the Clerk's office.
- There is still room for a part-time position in the Admin lines but whether or not that is filled depends on how it works out with full-time person.
- There is money added to the Election lines because they need new booths.
- Auditing Services lines have an increase because the Town might be required to do a single audit since over \$700,000 was received in federal money.
- 2023 is supposed to be a revaluation year. The Board will need to decide if they do it or put it off a year.
- General Government Buildings – the Town used to have a service to clean the buildings, but the Town hired a part-time person.
- Welfare Administration shows an increase for a cost-of-living adjustment in wages
- Recreation had a minor change for field maintenance.
- Conservation Commission has more in their legal lines for research with conservation deeds and surveying.
- Debt Service include the Main Street Project. This is the last year for the debt on the Safety Center and Library.
- \$826,850 for capital reserve funds deposits

IV. Old Business

None

V. New Business

Manifests/Abatements

Selectman Goulet made a motion to accept the manifests and abatements as presented. Selectman Bean seconded the motion. Motion passed 5-0.

Minutes - 9/21/22

Selectman Goulet made a motion to accept the minutes of September 21, 2022 as presented. Selectman Gagyí seconded the motion. Motion passed 4-0. Selectman Goulet abstained.

VI. Town Administrator Report:

Two copiers are up for renewal. Right now, the Town pays \$331.04/month for both B&W machines. To get color, it would be \$336.96/month per machine. David is asking for one B&W downstairs and color for upstairs.

Selectman Goulet made a motion to waive bid requirements for photocopiers and enter into a contract with RICOH for one color copier and one black and white. Selectman Gagyí seconded the motion. Motion passed 5-0.

Stephen Reeve sent a letter requesting a permit to build a barn on his property at 733-749 Hardy Road which is a Class VI roadway.

Selectman Goulet made a motion to accept the letter into the record from Stephen Reeve for his property located at 733-749 Hardy Road and to forward it to the Planning Board and Safety Services for comment. Selectman Frederickson seconded the motion. Motion passed 5-0.

VII. Committee Reports:

Selectman Gagyí – None

Selectman Yeaton – Energy Committee had first public hearing at PA. Next one is on November 1st at 6:30pm.

Selectman Fredrickson – Planning discussed the plan for 98 Sheep Davis Road. Approved with some conditions. Lindy Street project is postponed. The Pembroke Hill wetlands crossing project was resubmitted.

Selectman Bean – Roads met regarding Hillcrest and Horse Corner Road. Both paving projects have been completed. Committee also discussed plowing of Main Street.

Selectman Goulet – None

VIII. Other Citizen Comment:

None

IX. Non- Public Session:

None

X. Adjourn:

Selectman Frederickson made a motion to adjourn at 8:49 PM. Selectman Gagyi seconded the motion and it was approved unanimously.

Karen Yeaton, Chairman

For more detailed information, the meetings are now taped and can be seen on www.townhallstreams.com click on Pembroke NH and look for the day of the meeting under the month.

STATE OF NEW HAMPSHIRE

To the inhabitants of the Town/City (Ward) of PEMBROKE in the
County of MERRIMACK, New Hampshire.

You are hereby notified to meet at PEMBROKE Academy Gym
(name and location of polling place)
on Tuesday, the eighth day of November, 2022. The polls will be open between the hours of
11 a.m. and 7 p.m. to act upon the following subjects:

To bring in your votes for Governor, United States Senator, United States Representative in
Congress, Executive Councilor, State Senator, State Representatives and County Officers.

To bring in your votes for Constitutional Amendment Questions

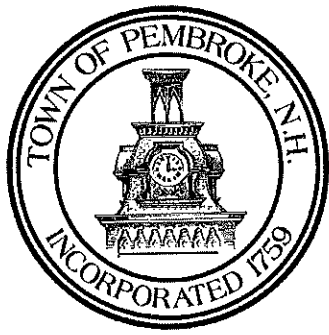
Given under our hands and seal, this 19th day of October, in the year of Our Lord two
thousand and twenty-two.

_____ Selectmen of PEMBROKE

October 19, 2022

We hereby certify that we gave notice to the inhabitants within named, to meet at the time and
place and for the purpose within mentioned, by posting an attested copy of the above Warrant at the place
of meeting and at the office of the Town or City Clerk or City Hall on the 19th day of October,
2022.

_____ Selectmen of PEMBROKE



Town of Pembroke

Department of Public Works

8 Exchange Street, Pembroke, NH 03275
Phone: (603) 485-4422 Fax: (603) 485-2613

October 7, 2022

To the Main Street residents

Regarding: Main Street Reconstruction

Due to unforeseen issues with the utility companies, the Main Street project will be put on hold until the additional work needed has been completed by the utility companies.

At this time the construction company will be putting in temporary pavement for the winter. The project will start up again in the spring as soon as weather permits. We appreciate your patience in the interim and look forward to finishing this project.

If you have any questions in the meantime, please contact us at the number above.

Sincerely,

VJ Ranfos
Public Works Director

David Jodoin

From: Derik Goodine <DGoodine@allenstownnh.gov>
Sent: Friday, October 7, 2022 9:24 AM
To: David Jodoin
Subject: RE: request

C. And yes. That member and one other might have been discussing it for 8 months with the Fire Chief, but the full Board didn't see anything except for 2 or 3 meetings starting maybe in late July or August from my memory. Regardless of it all, I'm not sure what your BOS is fishing for. The numbers don't lie in the end. You can have the information that was presented, and when the decision was made etc.

With that said, my BOS would gladly sit down with your BOS, and have discussions about public safety services in both towns to see if there is perhaps a way to save us both money in the long term.

Perhaps taking that approach would be the most productive discussion to have, at least that is my thought!

Sincerely,

Derik Goodine
Allenstown Town Administrator
16 School St.
Allenstown NH 03275

Dgoodine@allenstownnh.gov
TA@allenstownnh.gov

603-485-4276 X112
Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: David Jodoin <djodoin@pembroke-nh.com>
Date: 10/6/22 10:22 PM (GMT-05:00)
To: Derik Goodine <DGoodine@allenstownnh.gov>
Subject: Re: request

Non public under what section and the 8 months came from your board member not me

Sent from my iPhone

On Oct 6, 2022, at 6:32 PM, Derik Goodine <DGoodine@allenstownnh.gov> wrote:

The whole board only had maybe 2 or 3 presentations and they were mostly in nonpublic session. The rest were visits and q and a in their own time at fire station. 8 months 8s an exaggeration. I think the first discussion came maybe in July with a followup in August and September.

Derik Goodine
Allenstown Town Administrator

16 School St.
Allenstown NH 03275

Dgoodine@allenstownnh.gov
TA@allenstownnh.gov

603-485-4276 X112
Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: David Jodoin <djodoin@pembroke-nh.com>
Date: 10/6/22 5:12 PM (GMT-05:00)
To: Derik Goodine <DGoodine@allenstownnh.gov>
Subject: Re: request

For eight months of work and discussion????

Sent from my iPhone

On Oct 6, 2022, at 5:03 PM, Derik Goodine <DGoodine@allenstownnh.gov> wrote:

I will get to this next week when back from vacation. I think its only going to be maybe one or two minutes.

Derik Goodine
Allenstown Town Administrator
16 School St.
Allenstown NH 03275

Dgoodine@allenstownnh.gov
TA@allenstownnh.gov

603-485-4276 X112
Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: David Jodoin <djodoin@pembroke-nh.com>
Date: 10/6/22 11:01 AM (GMT-05:00)
To: Derik Goodine <DGoodine@allenstownnh.gov>
Subject: request

Good Morning Derik,

My Board met last night and are requesting the following:

A copy of the link to the October 3rd Allenstown Selectmen Meeting.

A copy of the Allenstown Fire Department proposal for their own Fire based EMS service that the Allenstown Board has approved.

Copies of any and all minutes that pertain to the discussion with regards to the dissolution of the intermunicipal agreement between the Town of Allenstown and Pembroke concerning Tri Town EMS and the new Allenstown fire based EMS plan.

Please let me know if you would like this request to be more formal and as a right to know request.

Please send the information electronically if possible if not let me know or direct me to where I can find them on the website.

Thanks

David

David Jodoin

From: David Jodoin <djodoin@pembroke-nh.com>
Sent: Wednesday, October 5, 2022 2:32 PM
To: 'Eric Lambert'
Subject: RE: Dissolution Questions/Requests

Eric I will respond directly but this is not the Boards opinion but mine. A lot of my comments and thoughts at the beginning of the meeting changed after it was apparent that your Board had already made the decision and we wasted our time there.

#1 We can now ignore the first item because I emailed Chris yesterday that I would be bringing up the fact that I would be looking to remove any purchase from the budget as to lessen any additional complications at dissolution and would be in favor of increasing the repair line accordingly. I would also not be opposed to removing the Capital cost that is to go into the savings account which would ultimately lower the Town's commitment.

This would also eliminate the third question also

#5 based on eliminating the above, yes this can be speeded up. I have an email into the Auditors to get an estimate of what this would cost as well as legal and have asked Chris to provide a listing, but as you know the equipment supplies could be ever changing but in a costs comparison, that will not mean much to either side. So this takes care of #7. The only fixed assets that are there are the two rigs, the equipment on them less the items we purchased with CARES money which can be broken out easily.

And #9 I have to laugh (almost choked on my Mountain Dew), out of transparency. I can assure you that all discussions that the Pembroke Board of Selectmen will have as well as the EMS Board will be held in public session unlike us finding out Monday that this has been discussed for the last 8 months in Allenstown and I cannot find any minutes nor can I see the actual plan anywhere. If there are please let me know where they are because I am sure that my Board will be asking me for that since we are working on the budgets and like Allenstown need to now plan for the transition.

Thanks

David

From: Eric Lambert [mailto:elambert@allenstownnh.gov]
Sent: Wednesday, October 5, 2022 12:34 PM
To: Chief Paul Gagnon <pgagnon@pembroke-nh.com>; David Jodoin <djodoin@pembroke-nh.com>; Derik Goodine <DGoodine@allenstownnh.gov>; Mark Solimanto <solimanto@comcast.net>; Robert "Bob" Bourque <rebets@comcast.net>; Chris Gamache <cgamache@pembroke-nh.com>
Subject: Dissolution Questions/Requests

Board Members,

I wanted to take a moment to ask some questions before our meeting in November after having some time to digest the discussion we had then. Out of curiosity, I would ask the following;

1. Based on the comments regarding lease purchasing an ambulance rather than buying out of the funds, I would like to ask why would we pay for ambulance that the town of Allenstown will most likely never

see? It was relayed that it takes 18-24 months for an ambulance to be delivered, and with that being said, I am curious to see if that includes the set-up time for licensing etc...? Wasn't the plan to keep three ambulances anyway based on past discussions? Why would Allenstown be expected to pay for an ambulance out of the Tri-Town budget for two years that will not belong to the citizens, and that realistically may never respond in Allenstown due to its delivery schedule?

- 2.
3. In the minutes of the meeting in the spring, it was relayed that we would be holding onto the 2019 ambulance due to the fact of starting a second ambulance during the day. So why the change in discussion at the last meeting about trading the 2019 ambulance? Why would we trade away a relatively new ambulance given the change in circumstances with the service/agreement? Just food for thought, I would like to recommend using what we have until the end of the contract and hold off on any capital purchases as this does produce more costs and valuation complications.
- 4.
5. Asset evaluation, why wait? I would believe that the valuation company selected for the process would be able to forecast the depreciation of the equipment and other items for a window of time? Either way, equipment has value in hand whether it has a service contract or not. I would recommend moving forward with the valuation process sooner than later as to make sure both towns have a functional service at the end of the contract. I don't think it would be in both towns' interest to have the ambulances sitting dormant awaiting the valuation to be complete because we waited to initiate it.
- 6.
7. Can we see an itemized equipment list of what will be in the valuation process? I believe it would be in the best interest of transparency to have a known list of items that will be utilized by the chosen valuation company. I know a lot of these items are listed on a state ambulance stock list, however, based on the annual report and minutes, we know there are items above and beyond this like Lucas CPR devices.
- 8.
9. Again, out of transparency, can you provide a list of current service contracts, their expiration dates and their costs? This can help both towns predict and plan for the coming changes based on where the equipment may end up.

These are a few questions that I would like to discuss and have answered in the coming meeting or before as I know these may come from my select board. I appreciate the feedback and look forward to hearing from you!

Chief Lambert

TOWN OF ALLENSTOWN
Selectboard Special Meeting Minutes
TOWN HALL
16 School Street
Allenstown, NH 03285

August 29, 2022

Call to Order

The Allenstown Selectboard special meeting of August 29, 2022 was called to order by Chair Scott McDonald at 6:03 pm.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

Present on the Board: Chair Scott McDonald, Maureen Higham, Jim Rodger, Keith Klawes, Sandy McKenney.

Allenstown staff: Derik Goodine, Town Administrator, Brian Arsenault, (Building Inspector and Code Enforcement Officer), Gordon Bristol, Owner's Project Manager, Melaine Boisvert, Building Committee, Kris Belrose, School Board, Jody Moore, School Board, Bill Hickey, HL Turner Group, Doug Proctor, HL Turner Group, Matthew Beaulieu, Milestone, Peter Warburton, Allenstown Superintendent, Chief Eric Lambert, Fire Department.

REGULAR AGENDA

- **Meet with Allenstown School Department Representatives on Building Permit and School Project**

Chair McDonald said he was hoping they could clarify some rumors that have been going around and also respond to any concerns. He said his own concerns were related to supply chain issues and inflation and how that is affecting the school.

Mr. Bristol said overall, the budget sheet had \$32,350,000. Milestone has come up with a budget of \$28,723,146.40 to build the building. He said they have soft costs (owner buys directly) which comes to \$3,626,853.60. He said when they started a few weeks ago, they were as much as \$2.3 million over budget but they have gotten it down to where they are today with a guaranteed maximum price.

He said they have had a contract with Milestone for 8 or 9 months, but you do not know the guaranteed maximum price until it is bid out which they just recently accomplished in the last few weeks.

Mr. Bristol said there are 16 categories that go with the spreadsheet and guaranteed price. He said it is an open book contract which means if money is saved on one item, it is able to be used somewhere else. Milestone gets paid a fee for what they do.

Lastly, he said as the project goes along, there will be savings and they will be able to pick and choose from the list of extras where the money goes.

Mr. Bristol said they beat supply chain in some instances by having certain items set aside or bought beforehand. They have also worked with Eversource regarding the poles and wires.

He said they have really come up against inflation really hard. They are pleased they are able to have a guaranteed maximum price but they are going into the project with a tight budget without the kind of wiggle room they would like to have due to the inflation.

Mr. Bristol said the budget carries two contingency line items, with about \$200,000 for items that may come up that they do not know about. If they do not spend it halfway or three quarters of the way through, it will get freed up and they can buy things on their list. He said on the construction side, they have \$408,000 extra for contingencies.

Mr. Bristol said they are hoping to get some assistance through their legislature delegation for some extra money that they can spend on items on their list. They haven't gone to them just yet because they wanted to confirm what their guaranteed maximum price was. He said he thinks that there are some good possibilities for money on the federal level.

Ms. Raymond said they already had a letter sent from their Architectural firm to the Legislature regarding their situation in Allentown and the 14% inflation rate. The Allentown School Board also drafted a letter to the Department of Education inquiring about any school infrastructure monies that were coming from the federal government and allocated to NH that they could start tapping into. She said this has also been raised by other NH towns with school projects as it is affecting them as well.

Ms. McKenney said she is disappointed with the items they are not going to be able to accomplish and making shortcuts is not the proper way to go about this. She said that the Board said they wouldn't come back to the Town for any more money but she thinks that is going to happen.

Ms. Moore said the things that they changed out or made substitutions for are things that are up to par and will be long lasting. She said that Ms. Kruger has looked into ways to make sure that if there are any grants out there, that they utilize them and any security items that they are currently using will be sent to the new school.

Mr. Bristol said if Ms. Kruger were to find \$100,000 grant money for security, then the money allocated on the spreadsheet for security purposes would free up.

Ms. McKenney asked about the windows. Mr. Bristol said the entrances to the building are intrusion resistant and the windows are insulated glass. The intrusion resistant entry ways give first responders a 6 minute window timeframe to respond before anyone can gain access to the school.

Mr. Bristol said the "maybe" list for landscaping is anything over and above what they already budgeted for. Ms. Moore said anything on this list will be purchased as soon as monies free up.

Chair McDonald asked how are they going to use the Guaranteed Maximum Price in today's economy. Mr. Bristol said they have already bid everything out. The process started late last year on this project and they are not deleting wings of the buildings or sections of classrooms and anything they put in the extra list could be added easily afterwards.

Chair McDonald asked regarding Scope Changes of Items Removed, how do they "reduce the number of Fin Tube radiation zones." Mr. Bristol said right now, every classroom has radiation control but they would put three rooms on one thermostat.

Chair McDonald asked about window shades. Mr. Bristol said these are just items that were picked because they could be plugged in.

Chair McDonald asked where do they think they will be with the project when there is frost on the ground. Mr. Bristol said they will be building the foundations= which the schedule currently has beginning in October. The foundation duration is expected to last three months and he believes in December, they may roughly start the steel phase.

Mr. Klawes asked about the line item re: school district soft costs and what is the amount of \$185,650 for? Mr. Bristol said that is a combination of money for himself and the architect.

Mr. Klawes said if the Selectboard decides to remove the Permit fees, what happens with that money. Mr. Bristol said they took into account that they would possibly waive that so the maximum price does not carry anything for the building permit. If they need to add that back in, it would come out of contingency which would negatively affect the project. It is not typically for a Town to charge the permit fees and if there were charges, they were very minimal.

Ms. McKenney asked how many bids did they receive for each phase. Mr. Bristol said individually for each division, anywhere from 2 to 10 bids. He said they really had to review the scope of the bid and the amount. It was a lot of back and forth with phones calls. Ms. Boisvert said it was important to consider local contractors because this a community project. She said she had some of the same concerns as the Selectboard and after meeting with the team, she felt better.

Ms. Moore discussed the furniture they have purchased for the school from surplus funds.

Chair McDonald asked about the car charging stations and there are only two.

Ms. Moore said she would like to give Kudos to the team because anything that is seen on the scope change, she assures that research has been done to make sure that anything they are recommending is adequate and will be long lasting.

Chair McDonald thanks everyone for coming and clarifying any questions.

He asked when they are planning on opening the school. Mr. Bristol said they have shot for December of 2023 but they don't know yet. It may be February or March and they have taken in account the move. Ms. Moore said they will take into account that ever student can get to school safely.

There was a discussion about a study that is taking place regarding the Armand Dupont School.

Ms. McKenney made a Motion to waive the building permit fee in the amount of \$140,000 for the new school building. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

The Board thanked everyone for coming.

Ms. McKenney said that as she was going through her town reports, she noted that she saw that there was a reserve fund for people accumulated vacation time. Mr. Goodine thinks there is almost \$10,000 in that fund that he noticed at the last Budget Committee Meeting.

Chair McDonald said they had three non-publics.

Non-Public Agenda Items- Three Items, Two Sessions

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (c) at 7:08 pm. Ms. McKenney seconded the Motion.

The motion passed unanimously.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

STARTS
HERE

Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a Motion that they exit the Non-Public Session at 7:44 pm. Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a motion to seal the minutes of the non-public session as they might adversely affect someone not a member of the Board. Mr. Klawes seconded the motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a Motion that they pull out of the Joint Ambulance Service with Tri-Town according to the terms set forth in the Inter-Municipal Agreement which is scheduled to end in 2025 with Pembroke. Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Mr. Klawes made a Motion to allow Chief Lambert to reach an agreement and spend \$65,069.11 for the purpose of installing a heating system in coordination with the completion of the second floor

and Chief Lambert will utilize three different contractors for bidding of three quotes. Ms. Higham seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II (a) at 7:50 pm. Ms. McKenney seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Mr. Klawes made a Motion that they exit the Non-Public Session at 9:02 pm. Chair McDonald seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a motion to seal the minutes of the non-public session as they might adversely affect someone not a member of the Board. Ms. McKenney seconded the motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Mr. Klawes made a Motion to adjourn at 9:03 pm. Chair McDonald seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

DRAFT

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
16 School Street
Allenstown, New Hampshire 03275
August 29, 2022

SIGNATURE PAGE

Original Approval:		
SCOTT MCDONALD, Chair	DATE	
SANDY MCKENNEY, Vice Chair	DATE	
MAUREEN HIGHAM, Member	DATE	
KEITH KLAUES, Member	DATE	
JIM RODGER, Member	DATE	
Amendment Approvals:		
Amendment Description:	Approval:	Date:
	SCOTT MCDONALD, Chair	DATE
	SANDY MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE
	KEITH KLAUES, Member	DATE
	JIM RODGER, Member	DATE

**TOWN OF ALLENSTOWN
Selectboard Special Meeting Minutes
TOWN HALL
16 School Street
Allenstown, NH 03285**

September 19, 2022

Call to Order

The Allenstown Selectboard special meeting of September 19, 2022 was called to order by Chair Scott McDonald at 6:06 pm.

Chair McDonald called for the Pledge of Allegiance.

Roll Call

Present on the Board: Chair Scott McDonald, Maureen Higham, Jim Rodger, Keith Klawes, Sandy McKenney.

Allenstown staff: Derik Goodine, Town Administrator, Brian Arsenault, (Building Inspector and Code Enforcement Officer), Chief Eric Lambert, Fire Department, Mike Frascinella, EDC, Chief Mike Stark, Allenstown Police Department

Public Hearing on Department of Natural Cultural Resources Fire Assistance Grant Fund

Chair McDonald said the grant is in the amount of \$2,052.76 for pagers, and additional High Block Grant Funds in the amount of \$76,452.76. Chief Lambert said \$4,105 is the real cost for the pagers so they would be getting back \$2,052.50.

Mr. Goodine said normally they get about \$90,000 for the Highway Block Grant which is their share of federal and state gas tax, but in this case the state had extra money so they gave an additional \$76,452.76 to Allenstown. He said Mr. Pelissier may chime in to tell the Board what he would like to do with this money.

Chair McDonald closed the public meeting at 6:11 pm.

CITIZEN'S COMMENTS

Mr. Frascinella said they held movie night and had about 30-40 guests in attendance. He said Chief Lambert offered to use the firehouse next time for a movie showing which would make a great indoor location. Chair McDonald thanked Chief Lambert and mentioned that this past Saturday night was a bit cold.

He said the spotlight on business series is going well and last week he had an in depth interview with the individual that owns the storage unit on Route 28. He said this is their 9th facility.

Mr. Frascinella said at the end of September he will be starting the Halloween decoration contest. Chair McDonald said a few of his neighbors had approached him saying that they were going to participate.

He said the new light facing Deerfield Road is contributing to the light cycle delays. Chair McDonald said they knew this was going to add time to the cycle but they also thought it would be safer than what they had before.

Chief Stark said they have only had one person come in to complain but he said that light needs to be there. Mr. Klawes said it is safer and he appreciates the light being there.

Mr. Klawes asked if there was any way they could put a temporary no turn on red sign that they could put at the end of Deerfield Road. Chief Stark said what signs and where they go are very specific but they could do some research. He said the state would have to put the sign up.

Chair Frascinella asked when they end construction, will both sides of the bridge open if they finish the northbound side. Mr. Pelissier said that was his understanding.

REGULAR AGENDA

- **Action authorizing application, acceptance and expending Fire Department Grant for Pagers**

Mr. Klawes made a Motion to accept the Fire Department Grant Funds and the authorization to expend \$2,052.76, to be used for Pagers, the total cost of which is \$4,105.00. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Action on Highway Block Grants- Acceptance and Authorization to Expend**

Mr. Pelissier said he would like to do Granite Street from Holiday Acres to River Road. He said he is going to put in a couple of bids this week or next week to get the work done this year. Both companies said they could get it done this year.

Ms. McKenny made a Motion to accept the Highway Block Grant Funds and the authorization to expend in the amount of \$76,452.76. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Police Department- Hiring Temporary Part Time Detective**

Chief Stark said their current detective has been deployed for a year but George Baker, their former detective, is willing to come on as a temporary part-time detective in his place. He would like the Board to authorize his employment so he can get started.

Ms. McKenney made a Motion to hire George Baker as a temporary part-time detective for the Allenstown Police Department as Grade 9, Step 12 effective September 19, 2022. Chair McDonald seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Police Department- Health Benefits during Active Deployment**

Chief Stark said when someone is deployed, it causes a huge disruption to the family and they are in a position to help mitigate. In the past, they have always kept the insurance policies intact while the employee was deployed and paid the entire premium as their way of showing support.

He said the memo should outline what that is going to cost the Town for the full 13 months. Ms. McKenney said she agreed with continuing this going forward.

Chair McDonald made a Motion for the Town to continue to pay for the full amount of Detective Bowen's vision and dental benefits (Dental- increase of \$365.20; Vision-increase of \$142.08) while he is on active duty. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

SHOTS
HERE

- **Ambulance Service Discussion with Fire Chief**

Chief Lambert said that he sat down with Ron Adinolfo twice and he finally understands their point of view regarding their plan moving forward with EMS. He said that he and Diane Adinolfo plan on coming in on October 3rd and she has some concerns that she would like to discuss. He opened up the door to Melaine Boisvert too to ask some questions and get some more information.

He came up with a new proposal that he will share with the Board. He said there is a small increase but that doesn't factor into the building revenue and after you factor it in, the increase is not significant at all.

Chief Lambert said he sat down with the representative regarding the ambulance they were going to purchase and he said the build out won't be until August or September of next year. So he did some research and he talked to a company called Specialty Vehicles that used to sell to Tri-Town previously, as well as a couple of other companies that gave them some feedback and let him know what is out there for used vehicles.

He said when he spoke to Specialty Vehicles, they were that day taking a trade-in from Cape Cod so he drove down to take a look at it, and it was in great shape. Chief Lambert said the benefit of it was it already had some gold leaf lettering, and it already says Fire Rescue on it. He told them if they could add the stretchers, they could purchase it as a package deal. He later received an email that said they only want \$18,410 for the ambulance, and they will letter it, install stretchers, put the radios in and the power system.

He said the only thing they did not have was a stair chair which was \$2500 but he reached out to them and they said that they could get it for \$2300 plus shipping.

Chief Lambert said he would like to move forward with this plan so they can start to move forward with the process of applying for their license to transport. They need to physically have the vehicle before they can begin.

If they move forward with this, then they are on schedule with the plan.

Ms. McKenney asked about all the other medical supplies they need to obtain. Chief Lambert said they have most of it already.

Ms. McKenney asked if there was anything special that needs to be done maintenance wise. He said the State comes in to inspect it to make sure they have the right equipment and they inspect the ambulances every year.

Mr. Frascinella asked if this was a replacement for an existing ambulance. Chief Lambert answered no. He said this is a back-up vehicle so that in time when they do have the staffing, they can provide the extra care. He said that right now, other towns are being taxed to take care of their calls. When the contract ends in 2025, they will take over primary for the first and second calls and provide staffing for the coverage.

Chief Lambert said the money for the ambulance will come from the Capital Outlay Fund.

Mr. Goodine asked if Tri-Town has a right to refute their ambulance plan and licensing. Chief Lambert said no.

Chair McDonald said they should hold their vote until October 3rd so they can listen to others concerns first. The Board expressed that they are ready to vote on this right now.

Mr. Klawes made a Motion for Chief Lambert and the Allenstown Fire Department to purchase a 2010 Lifeline ambulance for Allenstown Fire Rescue complete with stretcher, power load system and stair chair in the amount of \$20,960.00. Ms. McKenneys seconded the Motion

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

Mr. Klawes asked how long it will take to do the maintenance. Chief Lambert said he is guessing it will be October by the time it shows up and then it will sit there until they are complete with the licensing, etc.

- **Administrative Position Update**

Mr. Goodine said they received another application last week. He would like to get everyone together next week to conduct an interview.

He said they may also put the advertisement back out for another week or two and would prefer someone full-time before they ask for part-time.

He said the three candidates they interviewed are outside of their pay range or their schedule didn't match.

Mr. Arsenault asked for a status update regarding Dawna Baxter. Mr. Goodine said they are going to keep her on for a little bit longer until the position gets filled and individual is trained.

Mr. Klawes made a Motion to keep Dawna Baxter employed in her current position through December 31, 2022 or until a candidate has been hired or trained, whichever comes first. Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **EDC Membership and Makeup**

Mr. Goodine said in the Board's packet, there is a resolution for an alternate to the Economic Development Committee.

Mr. Frascinella said that Jeffrey Venegas has been absent for several months and he has tried to contact him twice to ask him if he would consider resigning. Ms. McKenney said they should send him a letter.

Mr. Frascinella said that Rich Caruso was appointed several months ago as an alternate and Lisa Lemire will also be an alternate.

Mr. Goodine said there should be 5 members and 3 alternates. He said there is also interest from another individual he has spoken with to be an alternate and with the resolution being passed, they would also have a space for her on the committee also. The Board discussed making Rich Caruso a full member.

Chair McDonald made a Motion to sign the Revised Resolution of September 2022 concerning the composition of the Economic Development Committee (to a 5 member board with 3 alternates). Ms. McKenney seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **Appointment**

Ms. McKenney made a Motion to appoint Lisa Lemire to the Economic Development Committee as an Alternate. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

Ms. McKenney made a Motion to appoint Nancy Boullier to the Economic Development Committee as an Alternate. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Abstained

The motion passed 4-1.

- **Electric Contract**

Mr. Goodine said the Board needs to approve the contract with Consolation Power for 25 months at .16 ½ cents per kilowatt and on top of that they also have their hydropower deal which knocks a penny and a half off that price also.

He said they will be inviting Standard Power in to do the Consumer Consolidated Service that would make all of the customers in Allenstown grouped together as well as some other towns which would give them better rates also.

Chair McDonald made a Motion to approve the contract with Consolation Power to provide electricity for 25 months at .16 ½ cents per kilowatt. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

- **AES Feasibility Study Contract**

Mr. Goodine said the study will look at the feasibility of potentially using the AES building as the new Town Hall and home other businesses. He said Phase 1 will be the existing building code review, and Phase 2 would be reuse and phases strategies. The total cost will be \$12,000 plus \$250 for reimbursable expenses.

Chair McDonald made a Motion to authorize and sign the proposal from Harriman Associates concerning the Allenstown Elementary School Reuse Feasibility Study, the cost of which would be \$12,250. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- No

Keith Klawes- Aye

The motion passed 4-1.

Mr. Arsenault asked if he could be brought in on days they walk through the building so the deficiencies can be better explained..

- **Budget Schedule and COLA for 2023 Budget Year**

Mr. Goodine said that they have the budget schedule for 2022/2023. The next two regular meetings are September 22 and October 27. He said on November 5th is when the presentation of the budgets

begin on Saturday and then November 12th and December 10th. He said the January public meeting will be January 14th.

Mr. Goodine said the budget will be done by the end of October because they start the process in November.

Mr. Goodine said he did put a COLA report in there but the next report is in October of 2022 (change is 8.3%) which is high. Chair McDonald said he didn't think the Boards had to deal with inflation like this since the early 1980's. Last year was 5%. Mr. Klawes said he cannot see them going any more than 5%. He said they can only do so much and then they are asking their taxpayers to pay more.

The percentage on the step increases is 2%. Mr. Klawes said as far as numbers go, they need to be really careful.

Mr. Goodine said the COLA percentage is up to the Board. The Board discussed what would happen in the case of default.

Mr. Klawes said in the last five to seven years, there hasn't been any fluff in the budget. So when they went to default, it was easy to cut things out. He said it's not like that now.

Mr. Klawes asked if they were going to wait until October to make the decision because their budgets revolve around their decision.

Mr. Klawes asked Mr. Pelissier if they did not give a COLA this year, how would that affect his employees. Mr. Pelissier said that he thinks they would lose some of their better guys to the competition that pays more and has full benefits. He said with the 2% step increase and health insurance, they will make less than they did the previous year.

Chair McDonald said they have to make some effort here. Mr. Klawes said they have to think about the taxpayers in addition to the employees. Ms. McKenney said they don't want to lose employees because it will be hard to get new hires.

Ms. McKenney made a Motion for a 2% step increase and 3% Cost of Living Adjustment. Chair McDonald seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- No

The motion passed 4-1.

Mr. Klawes said he wishes they had more information such as what the taxes will be for this coming year so they could make an educated decision.

Ms. McKenney asked Mr. Arsenault why the school inspection was not signed off. Mr. Arsenault said there was an email sent out by the project manager regarding the inspection. His concern was that the owner's project manager can't just say I'm going to help you build a building without some insurance behind him. He said if he is representing the owner, then he should do the inspection. Also, he said he was informed that they do have a private engineer firm (Cole) that is overseeing the compaction of the soil, rebar, pouring concrete, so he doesn't understand why they aren't they all set with a sign off from them? Mr. Arsenault doesn't understand why he has to sign off when they are the professionals. He'd like to be part of it, but if he is signing off, then those insured firms should all be signing off as well. He said he hasn't heard anything else from the SAU.

Mr. Arsenault said he wants the Selectboard to know they are looking for Town approval but they aren't going to pay for the fee, and they are not going to support him with their knowledge as an engineering firm. He is not looking for a decision tonight, but he wanted to make sure the Board is aware of what is being requested from him.

Chair McDonald said he wouldn't put his name on something like that as a Code Enforcement Officer and Building Inspector because he hasn't done any of the work and should not share responsibility for it.

Mr. Klawes asked Mr. Arsenault if the building inspector signs off on every step of the way such as foundation, etc. He said his role is to look out for the interests of a single family residential property owner and tax payer, and not the municipality.

Mr. Arsenault said that he will sign off, but not until the other firms do first.

- **COVID19 Update and American Rescue Act Funds**

None.

Town Administrator's Report

Mr. Goodine said he gave the Board a number of materials to review. He said he has a document to sign for the Trustees of the Trust that they authorized to repair the second floor in the amount of \$65,069.11 to be transferred to the General Fund from the Public Safety Capital Reserve Funds.

Ms. McKenney made a Motion to authorize the Selectboard to sign and authorize the transfer of \$65,069.11 to be transferred to the General Fund from the Public Safety Capital Reserve Funds for the repair of the second floor. Chair McDonald seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Mr. Goodine said there is also a request from the Police Chief for the portable radios grant in the amount of \$21,056.26 from the Public Safety Revolving Fund.

Ms. McKenney made a Motion to accept the transfer of \$21,056.26 for the Public Safety Revolving Fund to the General Fund for the expense of 41 cameras and portable radios. Chair McDonald seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Mr. Goodine said in their Consent Calendar, there is a Lease Agreement for Chief Stark to sign for a 36 month copier contract at the Police Department in the amount of \$133.49 and they need to authorize him to do that.

Mr. Goodine said he did sign on the Board's behalf the representation letter with the auditors. The 3 year sweeping contract is already signed and sent to the Highway Department.

Mr. Goodine said he counted 50 people at movie night.

He said that Chair McDonald and he had a meeting regarding a splash park. He said they would also like to see if they can get some sizeable donations and it probably wouldn't be built until 2024. He is trying to figure out what to do for a Warrant Article regarding the two school buildings. Chair McDonald said they were shown a splash pad they did for Fall River for approximately the same budget.

Mr. Goodine said there is a Budget Committee Work Shop on the 20th all day from 9 to 5.

He said Friday, he has a Legislative Policy meeting in Concord.

Road Agent Report

Mr. Pelissier said it looks like they are going to start Valley Street between Thursday and Monday. He said hopefully Reserve Street they can get done but he is feeling less confident.

Mr. Goodine asked about the patch on Library Street. Mr. Pelissier said it is going to get done at the same time.

Mr. Pelissier said the softball field on River Road is being used for tournaments on Sundays which is typical in the fall. A resident across the street said he came home and there were people parked across his driveway leaving him a 9 foot space in between to get in with his horse trailer. He asked the department to set up a couple of signs that say no parking.

Ms. McKenney made a Motion for the Highway Department to put up two No Parking Between signs at the residence on River Road. Ms. Higham seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The Motion was unanimous.

Mr. Pelissier asked if they resolved the other parking issue at the top of Webster Street. Mr. Goodine said they were okay with that and if anyone complains, they need to come into a Selectboard meeting to discuss.

Ms. McKenney asked how his budget was for the year. Mr. Pelissier said that it is going okay.

He said there is a Purchase Order outstanding for striping that he submitted. They need an on the spot decision, because the State typically will stripe all the way to Podunk Road, but this year they decided to stop prior so the Town needed to do a little more of the road themselves.

Mr. Pelissier said he put two calls in to Division 5 because they had a complaint by a resident coming down Deerfield Road and hydroplaned down the road because of standing water. He said that they only have 2 workers when they usually have 5.

Other Business

Ms. McKenney said that she doesn't have anything.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated September 19, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

- **Review Minutes:**

- **Non-Public: August 22, 2022 and August 29, 2022**

Ms. Higham made a Motion to approve the Non-Public meeting minutes of August 22, 2022 and August 29, 2022. Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

- **Public: August 22, 2022 and August 29, 2022**

Mr. Goodine made small changes.

Ms. Higham made a Motion to approve the public meeting minutes from August 22, 2022 and August 29, 2022 as amended. Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

- **Approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1064, 1066 and 1067; Check Manifest: 1065 and 1068; Non-Check Manifest: 1058, 1059 and 1063; and Town P/R Manifest dated 08-25-22 and 09-08-22.**

Ms. Higham made a Motion to approve Payroll and Accounts Payroll Manifests: ACH Manifest: 1064, 1066 and 1067; Check Manifest: 1065 and 1068; Non-Check Manifest: 1058, 1059, and 1063; and Town P/R Manifest dated 08-25-22 and 09-08-22. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

Non-Public Agenda Items- Two Items

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, II C at 8:58 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a Motion to return to public session 9:07 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a motion to seal the minutes of the non-public session as they might adversely affect someone not a member of the Board. Mr. Klawes seconded the motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a Motion that they enter Non-Public Session in accordance with the provisions RSA 91-A:3, IIA at 9:37 pm. Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a Motion to return to public session 10:24 pm. Mr. Klawes seconded the Motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a motion to seal the minutes of the non-public session as they might adversely affect someone not a member of the Board. Mr. Klawes seconded the motion.

A roll call was taken.
Scott McDonald- Aye
Maureen Higham- Aye
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- Aye

The motion passed unanimously.

Chair McDonald made a Motion that they offer Kathleen Pelissier \$65,800. Ms. McKenney seconded the Motion.

Chair McDonald withdrew the Motion for further discussion from the Board.

Mr. Klawes made a Motion to adjourn at 10:33 pm. Mr. Klawes seconded the Motion.

A roll call was taken.

Scott McDonald- Aye

Maureen Higham- Aye

Jim Rodger- Aye

Sandy McKenney- Aye

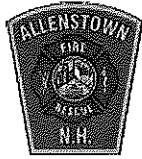
Keith Klawes- Aye

The motion passed unanimously.

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
16 School Street
Allenstown, New Hampshire 03275
September 19, 2022

SIGNATURE PAGE

Original Approval:		
SCOTT MCDONALD, Chair	DATE	
SANDY MCKENNEY, Vice Chair	DATE	
MAUREEN HIGHAM, Member	DATE	
KEITH KLAUES, Member	DATE	
JIM RODGER, Member	DATE	
Amendment Approvals:		
Amendment Description:	Approval:	Date:
	SCOTT MCDONALD, Chair	DATE
	SANDY MCKENNEY, Vice Chair	DATE
	MAUREEN HIGHAM, Member	DATE
	KEITH KLAUES, Member	DATE
	JIM RODGER, Member	DATE



Ambulance Information

Reasoning For Review/Information

At the most recent TriTown board of directors meeting a proposal was brought forward to provide staffing for a second ambulance. With this was a relayed cost increase to the town of Allenstown.

In the past I had spoken to the director of TriTown and he relayed a desire to look into the possibility of utilizing our staff at the Allenstown Fire Department to help facilitate a plan or memorandum of understanding to make this happen and provide a savings to both communities.

Well seven months later in June, I held a meeting with the director to discuss this possibility again after he had already put an informal proposal out to the board of directors at two prior meetings.

In this meeting he relayed that he would not consider this MOU because he deemed our fire department to be unreliable.

After these conversations, I was asked to take a look at what the town of Allenstown actually pays for both Fire and Emergency Medical Services. Below is a breakdown of what I put together. It is quite interesting.





Ambulance Information

Tri-Town Budget (2023)

Page 6

Tri-Town Emergency Medical Services						
REVENUE						
LINE ITEM NUMBER	LINE ITEM NAME	2021	2022 BUDGET	2023 PROPOSED	23-22 DIFFERENCE	% CHANGE
2006-33790-00000	Town of Allenstown	\$174,409.00	\$233,701.00	\$233,587.00	-\$114.00	-0.05%
2006-33791-00000	Transfer from Fund Balance	\$10,000.00	\$105,700.00	\$194,000.00	\$88,300.00	--
2006-34096-00000	Ambulance Billing	\$445,000.00	\$455,000.00	\$515,000.00	\$60,000.00	13.19%
2006-35020-00000	Ambulance Interest	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0.00%
2006-35090-00000	Miscellaneous Revenue	\$9,750.00	\$2,500.00	\$2,500.00	\$0.00	0.00%
2006-35091-00000	Grant	--	--	\$1.00	--	--
2006-39110-00000	Town of Pembroke	\$271,974.00	\$240,609.00	\$245,045.00	-\$15,564.00	-5.97%
BUDGET TOTAL REVENUES		\$870,133.00	\$1,058,510.00	\$1,093,132.00	\$111,622.00	12.53%
EXPENDITURES						
2006-49150-00003	Vehicle/Equipment (CIP)	\$75,000.00	\$75,000.00	\$75,000.00	\$0.00	0.00%
2006-49022-00059	Grant Expenditures	--	--	\$1.00	--	--
2006-42152-11000	Full Time Salaries	\$255,500.00	\$268,755.00	\$298,672.00	\$29,917.00	11.13%
2006-42152-12000	Per Diem Salaries	\$248,198.00	\$260,650.00	\$307,496.00	\$146,846.00	58.34%
2006-42152-14000	Overtime	\$28,000.00	\$35,800.00	\$38,185.00	\$2,385.00	6.66%
2006-42152-21000	Health Insurance	\$39,000.00	\$103,400.00	\$109,340.00	\$5,940.00	5.74%
2006-42152-21100	Dental Insurance	\$5,900.00	\$6,750.00	\$7,000.00	\$250.00	3.70%
2006-42152-21500	Life Insurance	\$150.00	\$240.00	\$240.00	\$0.00	0.00%
2006-42152-21900	Disability Insurance	\$3,100.00	\$3,480.00	\$3,480.00	\$0.00	0.00%
2006-42152-22000	Social Security	\$32,966.00	\$35,001.00	\$46,077.00	\$11,076.00	31.64%
2006-42152-22500	Medicare	\$8,189.00	\$8,695.00	\$11,446.00	\$2,751.00	31.64%
2006-42152-23000	NH Retirement	\$31,160.00	\$42,652.00	\$46,913.00	\$4,261.00	9.99%
2006-42152-29000	Uniforms	\$6,500.00	\$9,250.00	\$5,525.00	-\$2,725.00	-2.94%
2006-42152-29001	Training & Certification	\$12,300.00	\$3,750.00	\$3,750.00	\$0.00	0.00%
2006-42152-32000	Legal Services	\$10,000.00	\$10,200.00	\$10,200.00	\$0.00	0.00%
2006-42152-34100	Telephone	\$5,820.00	\$6,000.00	\$6,000.00	\$0.00	0.00%
2006-42152-39000	Contracted Billing Service	\$21,750.00	\$22,250.00	\$22,250.00	\$0.00	0.00%
2006-42152-39100	Accounting Services	\$5,800.00	\$5,800.00	\$5,800.00	\$0.00	0.00%
2006-42152-43000	Building Maintenance	\$0.00	\$1.00	\$1.00	\$0.00	0.00%
2006-42152-44000	Ambulance/Monitor PMT	\$10,000.00	\$85,200.00	\$1.00	-\$85,699.00	--
2006-42152-52000	Liability Insurance	\$7,500.00	\$10,000.00	\$10,000.00	\$0.00	0.00%
2006-42152-52100	Unemployment Compensation	\$650.00	\$775.00	\$850.00	\$75.00	9.68%
2006-42152-52200	Worker's Compensation	\$13,250.00	\$14,500.00	\$14,900.00	\$0.00	0.00%
2006-42152-62000	Department Supplies	\$14,500.00	\$16,160.00	\$17,600.00	\$1,440.00	8.91%
2006-42152-62500	Postage	\$1,900.00	\$1,250.00	\$1,250.00	\$0.00	0.00%
2006-42152-63500	Fuel	\$8,000.00	\$8,000.00	\$18,000.00	\$10,000.00	125.00%
2006-42152-68000	Office Supplies	\$3,200.00	\$3,070.00	\$3,475.00	\$405.00	13.19%
2006-42152-68001	Transcription Service	\$900.00	\$900.00	\$900.00	\$0.00	0.00%
2006-42152-74000	Med. Equip. Maint/Rep.	\$5,900.00	\$8,711.00	\$9,911.00	\$1,200.00	13.78%
2006-42152-74001	Radio/Comms Equip Maint.	\$2,500.00	\$1,000.00	\$1,000.00	\$0.00	0.00%
2006-42152-74002	Medical Evaluation	\$4,000.00	\$4,670.00	\$4,670.00	\$0.00	0.00%
2006-42152-76001	Vehicle Maintenance	\$6,500.00	\$8,000.00	\$9,500.00	\$1,500.00	18.75%
2006-42152-86000	Computer Software Maint.	\$2,000.00	\$1,700.00	\$1,780.00	\$0.00	0.00%
BUDGET TOTAL EXPENDITURES		\$870,133.00	\$1,058,530.00	\$1,191,132.00	\$132,602.00	12.53%

Tri-Town EMS
2023 Proposed Budget



Ambulance Information

Proposed Call Amount Changes & Billing Revenue

As you know the Hillsbrook project is nearing completion by the end of the year. With this comes the projected call increase of at least one hundred calls per year.

With TriTown's relayed collection rate of \$539.00 per transport, this is a minimum collection of \$53,900.00. There have been discussions by the coordinator of this facility that we can expect an increase of approximately two hundred or more calls for transport by the agency, which now puts the collection over the \$100,000 amount in the coming years. The table below depicts the amount of projected billing revenue.

Annual Billing Predictions

Current Billable Calls Based on Budget		
Past 5 yr # EMS Transports (Average 384 per year) = \$206,976.00		
Predicted call volume/transport increase for Hillsbrook only		
100 Call Collection	200 Call Collection	250 Call Collection
\$53,900	\$107,800	\$134,750
Total Billing Revenue Projected 2025-2026		
\$314,776.00		

2022 COMSTAR													
	CHARGES				REVENUE				ALLOWANCES				ACCOUNTS RECE
	Allenstown	Pembroke	Other	Total	Allenstown	Pembroke	Other	Total	Allenstown	Pembroke	Other	Total	Allenstown
Beginning Balance													452,112.09
Month													
Jan-22	31,991.00	36,336.00	5,212.50	73,539.50	13,513.80	13,354.02	3,497.77	30,365.59	15,911.21	14,591.89	1,857.11	32,360.21	\$454,678.08
Feb-22	46,337.50	43,100.00	7,270.00	96,707.50	22,027.25	16,715.08	4,118.34	42,860.67	28,355.47	35,978.59	3,994.33	68,328.39	\$450,632.86
Mar-22	42,602.50	63,712.50	2,700.00	109,015.00	19,561.76	15,568.37	1,681.87	36,812.00	26,172.33	32,912.02	1,173.78	60,258.13	\$447,501.27
Apr-22	8,722.50	21,887.50	1,625.00	32,235.00	12,020.08	14,974.25	4,138.54	31,132.87	7,860.52	2,358.54	15,290.05	25,509.11	\$436,343.17
May-22	103,880.00	90,132.50	21,275.00	215,287.50	11,658.49	18,353.40	1,309.59	31,321.48	36,869.60	46,249.16	8,127.16	91,245.92	\$491,695.08
Jun-22	87,382.50	59,432.50	16,465.00	163,280.00	27,492.14	33,902.02	6,981.20	68,375.36	44,753.96	34,367.84	10,563.57	89,685.37	\$506,831.48
Jul-22	34,385.00	26,790.00	4,897.50	66,072.50	17,140.04	19,769.91	1,779.90	38,689.85	35,782.42	12,831.32	2,601.95	51,215.69	\$488,294.02
Aug-22	64,482.50	65,140.00	14,837.50	144,460.00	21,730.93	8,599.58	3,560.20	33,890.71	23,552.11	19,759.34	3,949.65	47,261.10	\$507,493.48
Sep-22				0.00				0.00				0.00	
Oct-22				0.00				0.00				0.00	
Nov-22				0.00				0.00				0.00	
Dec-22				0.00				0.00				0.00	
	419,783.50	406,531.00	74,282.50	900,597.00	145,144.49	141,236.63	27,067.41	313,448.53	219,257.62	199,048.70	47,557.60	465,863.92	



Ambulance Information

After researching the current status of our budget as a fire department, with the administrative costs and other items like the retirement, along with looking at the 2022 budget for the Tri-Town ambulance, I was able to put together a sample budget for the ambulance service if the fire department was to run this. This budget is staffing our station with six additional firefighters to what we have now. This would be an average 42 hours work week with coverage 24 hours a day, seven days a week.

In this sample budget I have looked at all the expenses related to running an ambulance service, along with providing a plan for managing the service on a long term basis.

Keep in mind when looking at this sample budget, the most recently completed 2022 budget for Tri-Town & Fire Department, with billing revenue paid to Tri-Town was \$1,058,510.00. Look at the proposed budget amounts forecasted.

Operations Proposal

So currently this is what your model of ambulance/fire department response looks like based on hours of the day. During the hours of 08:00 and 17:00 (5pm) you have two firefighter/EMTs staffed for response. Anytime outside of this we rely on our call firefighters to come back to cover calls. Understand that Tri-Town has a one unit response right now. That means that once they go out, no one is coming in for a call back to cover any calls. We at the Fire Department have the ability to provide call back based on the nature of our structure.

Below I have depicted how the response currently works at different times. I will also show how it would work if we were providing our own ambulance service twenty-four hours a day.

Monday-Friday 08:00-17:00

First call (TriTown in Quarters and not on a call in Pembroke). If they are on a call when this becomes a Hooksett response

Rescue 2



TriTown/Hooksett/Epsom





Ambulance Information



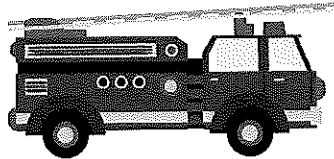
If the town of Allenstown should have a second overlapping call within the time period of the first call (typically about an hour and twenty minutes) an ambulance is started out of Hooksett/Epsom. If our members are available for call back, they will staff a second piece of apparatus. Monday-Friday 08:00-17:00

Monday - Friday (17:00-08:00 Week days)

Saturday/Sunday (all hours)

During the nights and weekends as described above, the only guarantee of response is the Tri-Town ambulance if they are not on a call in Pembroke or a Hooksett/Epsom ambulance. Our response is not guaranteed based on the availability of staff. Usually our members have an 80% response based on statistics.

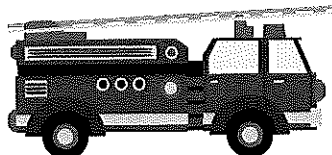
Rescue 2 (80% Response Turn Out Tri-Town/Hooksett/Epsom)



So operationally we would provide for an average 42 hour work week where the firefighters would work a rotating schedule. This is much like some of our surrounding communities. The first ambulance/fire truck would be staffed by these two individuals, and for the "second call" our call back of members would help to provide more coverage. In the event that they can't, this is truly what our mutual aid system is there for. This provides a significant change to a continuous coverage model.

**Monday-Sunday 24 hours a day
(Allenstown Fire/Ambulance Response)**

Allenstown Ambulance (24 hours a day/7 days a week W/ Permanent People)



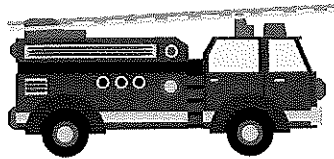


Ambulance Information

If the town of Allenstown should have a second call within the time period of the first call (typically about an hour and twenty minutes) an ambulance could respond out of station with call back personnel, something Tri-Town cannot provide 24 hours a day/7 days a week. It is something that would cost more from the citizens to provide.

Second/Overlapping Call (Allenstown Ambulance)

Allenstown Ambulance (24 hours a day/7 days a week W/ Call Force People)



IF WE DON'T CHANGE!

COST FOR 4 NEW FIREFIGHTER AND KEEPING TRI TOWN AS IT IS

As you know from my monthly reports, we have had a constant battle with "No Response" calls happening from your fire department. We have worked through per-diem and on-call members who have done a great job of giving what they can, however, we are still coming up short. With this plan you would transition to 24/7/365 coverage with two firefighters per shift for the initial call.

Should we look to keep TriTown as our service, we would need to look at the possibility of hiring more full-time firefighters to cover our emergencies at some point in the future. I have evaluated that cost as an example below. I have added together what a total sum budget would look like for staffing six new positions.

This cost includes the payment to TriTown as is in the year 2023.



Ambulance Information



First, in using the model of payment from the Tri-Town agreement, if we were to apply the projected call increase to the budget of the past years using the 200 call for service increase, our payment as the town of Allenstown would look as follows;

How Tri-Town Payment Factored (see explanation)

REVENUE

\$ 1,191,133.00

The bulk of the Revenue received by Tri-Town EMS is from *EMS Operations* or "Ambulance Billing", with a small percentage being generated through Miscellaneous sources. Miscellaneous sources are generally intended to offset the expense incurred by the Service to generate the revenue or in-short, Miscellaneous Revenue is generally Budget Neutral. An even smaller percentage of the Service's Revenue is generated through interests from funds in the Service's Capital Improvement Program Accounts. Collectively, these revenue streams do not generate enough funds to fully support Tri-Town EMS. The remaining funds required to operate the Service are allocated through taxes from Pembroke and Allenstown. In accordance with the Intermunicipal Agreement between Allenstown and Pembroke, each town is responsible for a percentage of the cost to operate the Service. The percentage cooresponds to the number of runs that occured in each town during a three (3) year period. For the 2023 budget, that period is from January 1st 2019 until December 31st 2021.

	2019	2020	2021	3 Year Total	3 Year Percentage
Town of Allenstown	568	640	647	1855	48.80%
Town of Pembroke	629	614	703	1946	51.20%
TOTAL RUNS	1197	1254	1350	3801	

Collective Fiscal Responsibility of both Towns:

\$ 478,632.00



Ambulance Information



So with that explanation and based on their model, I have depicted what our payment may look like by adding the projected 200 calls to those numbers. I have also included the cost should it go higher to 300 calls. This is a considerable perspective to look at.

Using the collective Fiscal Responsibility For Both towns in 2023 proposed budget, \$478,632.00 (If the volume of calls increased by 200 per year.)					
	2019	2022	2021	3 Yr Total	3 Yr %
Town of Allenstown	768	840	847	2455	55.78%
Town of Pembroke	629	614	703	1946	44.22%
Total Runs	1397	1454	1550	4401	
Pembroke Payment Example 200 Call Increase in Allenstown			Allentown Payment Example 200 Call Increase		
\$211,361.70			\$266,628.40		

Using the collective Fiscal Responsibility For Both towns in 2023 proposed budget, \$478,632.00 (If the volume of calls increased by 300 per year.)					
	2019	2022	2021	3 Yr Total	3 Yr %
Town of Allenstown	868	940	947	2755	58.60%
Town of Pembroke	629	614	703	1946	41.40%
Total Runs	1497	1554	1650	4701	
Pembroke Payment Example Call Increase in Allenstown			Allentown Payment Example 300 Call Increase		
\$203,723.60			\$274,276.40		



Ambulance Information



Six New Firefighter Proposal

Allenstown Fire Department Proposed Budget 2022-2026 With Hiring 6 New FT Firefighters

Description	2022 Budget (Current 2 FT FF)	FD Proposed Budget (w/Amb Back Up) 2023 (2 Total FT FF) + Call Back FF	FD Proposed Budget (w/Amb Back Up) 2024 (2 Total FT FF) + Call Back FF	FD Proposed Budget (w/Amb) 2025 (8 Total FT FF)	FD Proposed Budget (w/Amb) (8 Total FT FF W/Salary increase) 2026	FD Proposed Budget (w/Amb) 2026-2028 (8 Total FT FF & Keeping The Tri-Town Amb)
FD Full-Time Salaries	\$110,000.00	\$110,000.00	\$110,000.00	\$363,854.00	\$498,992.00	\$498,992.00
Ambulance Billing Service	\$0.00	\$2,242.00	\$9,000.00	\$9,000.00	\$9,000.00	\$0.00
FD IT Services	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$6,200.00
FD Computer/Software	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
FD Cell Phones	\$1,900.00	\$1,900.00	\$1,900.00	\$2,500.00	\$2,500.00	\$1,800.00
FD Dues & Publications	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00
FD Office Supplies	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
FD Postage	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
FD Food	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
FD Part-time Chief Salary	\$0.00	\$0.00	\$0.00	\$48,000.00	\$48,000.00	\$48,000.00
FD Part-time Salaries	\$120,000.00	\$120,000.00	\$120,000.00	\$55,000.00	\$55,000.00	\$55,000.00
FD Overtime/Coverage	\$600.00	\$600.00	\$600.00	\$35,984.00	\$35,984.00	\$35,984.00
FD Equipment Testing	\$7,000.00	\$7,000.00	\$7,000.00	\$8,000.00	\$8,000.00	\$6,000.00
FD Gasoline / Diesel	\$4,500.00	\$4,500.00	\$4,500.00	\$10,000.00	\$10,000.00	\$5,600.00
FD Uniforms	\$2,500.00	\$2,500.00	\$2,500.00	\$5,500.00	\$5,500.00	\$5,500.00
FD Liability Insurance	\$0.00	\$5,300.00	\$5,300.00	\$5,300.00	\$5,300.00	\$0.00
FD Personal Protection	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
FD Fire Supplies	\$2,300.00	\$2,300.00	\$2,300.00	\$3,500.00	\$3,500.00	\$3,500.00
FD Public Education	\$50.00	\$50.00	\$50.00	\$200.00	\$200.00	\$200.00
FD Training - In House	\$10,000.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$10,000.00
FD Training - Outside Instru	\$3,000.00	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$3,000.00
FD Radio Maintenance	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
FD Telephone/Pagers	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
FD Dispatch	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
FD Vehicle Repairs	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00
FD Municipal Hydrants	\$12,200.00	\$12,200.00	\$12,200.00	\$12,000.00	\$12,000.00	\$12,000.00
FD Physicals/Shots	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00
FD EMS Supplies	\$3,000.00	\$5,000.00	\$5,000.00	\$17,000.00	\$17,000.00	\$3,000.00



Ambulance Information



FD Sewer	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
FD Water	\$800.00	\$800.00	\$800.00	\$700.00	\$700.00	\$700.00
FD Building Maint. & Repair	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
FD Heat	\$3,900.00	\$3,900.00	\$3,900.00	\$4,300.00	\$4,300.00	\$3,800.00
FD Medic Intercepts			\$4,000.00	\$14,000.00	\$14,000.00	
FD CIP (Ambulance)	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	\$0.00
FD Electric	\$8,200.00	\$8,200.00	\$8,200.00	\$8,200.00	\$8,200.00	\$8,200.00
Budgets Before Admin Costs	\$390,040.00	\$399,582.00	\$410,340.00	\$800,128.00	\$935,266.00	\$801,366.00
Admin Costs(Benefits)	\$62,575.00	\$62,575.00	\$62,575.00	\$238,776.00	\$264,716.00	\$264,716.00
Payments to Tri-Town Ambulance	\$233,587.00	\$233,587.00	\$233,587.00	\$0.00	\$0.00	\$233,587.00
Budget With Tri-Town Payment Total	\$686,202.00	\$695,744.00	\$706,502.00	\$1,038,904.00	\$1,199,982.00	\$1,299,669.00

Total Budget Adding Billing Revenus From the Town of Allenstown

Ambulance Revenue (This shows what is billed to citizens. The 2024 & 2025 shows what is billed from Tri-Town to operate)	\$0.00	\$0.00	\$0.00	-\$251,320.00	-\$314,776.00	\$251,320.00
Back Up Ambulance Revenue (This shows projected collections based on running our own backup ambulance until 2025)	\$0.00	-\$37,370.00	-\$37,370.00	\$0.00	\$0.00	\$0.00

Note; This proposed budget does not display the proposed increase in cost to provide a second ambulance from Tri-Town that will be discussed by the board this coming Wednesday. The director of Tri-Town relayed an increase for the second ambulance to \$132,622 for both towns. At 48.80%, our responsibility would be approximately \$64,720 for the upcoming budget. (Information can be found in minutes from Tri-Town board meeting 05/11/22 & 7/14/22, 8/17/22.



Ambulance Information



Four New Firefighter & Two Per-Diem Firefighter Proposal

Allenstown Fire Department Proposed Budget 2022-2026 With Hiring 4 New FT, and 2 Per-Diem FF's						
Description	2022 Current Budget (2 FT FF)	Budget (w/ Back up Amb) 2023 (Current 2 FT)	Budget (w/ Back up Amb) 2024 (Current 2 FT)	Budget (w/Amb) 2025 (8 Total FF - 6 FT, 2 Per-Diem)	Budget (w/Amb) 2026 (8 Total FF - 6 FT, 2 Per-Diem W/ Pay Increase)	FD Proposed Budget (w/Amb) 2026-2028 W/Admin Costs (8 Total FT FF & Keeping The Tri-Town Amb)
FD Full-Time Salaries	\$110,000.00	\$110,000.00	\$110,000.00	\$272,890.00	\$347,256.00	\$498,992.00
Ambulance Billing Service	\$0.00	\$2,242.00	\$9,000.00	\$9,000.00	\$9,000.00	\$0.00
FD IT Services	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$6,200.00
FD Computer/Software	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
FD Cell Phones	\$1,900.00	\$1,900.00	\$1,900.00	\$2,500.00	\$2,500.00	\$1,800.00
FD Dues & Publications	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00
FD Office Supplies	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
FD Postage	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
FD Food	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
FD Part-time Chief Salary	\$0.00	\$0.00	\$0.00	\$48,000.00	\$48,000.00	\$48,000.00
FD Part-time Salaries	\$120,000.00	\$120,000.00	\$120,000.00	\$146,728.00	\$159,832.00	\$55,000.00
FD Overtime/Coverage	\$600.00	\$600.00	\$600.00	\$35,984.00	\$35,984.00	\$35,984.00
FD Equipment Testing	\$7,000.00	\$7,000.00	\$7,000.00	\$8,000.00	\$8,000.00	\$6,000.00
FD Gasoline / Diesel	\$4,500.00	\$4,500.00	\$4,500.00	\$10,000.00	\$10,000.00	\$5,600.00
FD Uniforms	\$2,500.00	\$2,500.00	\$2,500.00	\$5,500.00	\$5,500.00	\$5,500.00
FD Liability Insurance	\$0.00	\$5,300.00	\$5,300.00	\$5,300.00	\$5,300.00	\$0.00
FD Personal Protection	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
FD Fire Supplies	\$2,300.00	\$2,300.00	\$2,300.00	\$3,500.00	\$3,500.00	\$3,500.00
FD Public Education	\$50.00	\$50.00	\$50.00	\$200.00	\$200.00	\$200.00
FD Training - In House	\$10,000.00	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$10,000.00
FD Training - Outside Instru	\$3,000.00	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$3,000.00
FD Radio Maintenance	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
FD Telephone/Pagers	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00
FD Dispatch	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
FD Vehicle Repairs	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00
FD Municipal Hydrants	\$12,200.00	\$12,200.00	\$12,200.00	\$12,000.00	\$12,000.00	\$12,000.00
FD Physicals/Shots	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00



Ambulance Information



FD EMS Supplies	\$3,000.00	\$5,000.00	\$5,000.00	\$17,000.00	\$17,000.00	\$3,000.00
FD Sewer	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
FD Water	\$800.00	\$800.00	\$800.00	\$700.00	\$700.00	\$700.00
FD Building Maint. & Repair	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
FD Heat	\$3,900.00	\$3,900.00	\$3,900.00	\$4,300.00	\$4,300.00	\$3,800.00
FD Electric	\$8,200.00	\$8,200.00	\$8,200.00	\$8,200.00	\$8,200.00	\$8,200.00
FD CIP (Ambulance)	\$0.00	\$0.00	\$0.00	\$75,000.00	\$75,000.00	\$0.00
Budgets Before Admin Costs	\$390,040.00	\$399,582.00	\$406,340.00	\$786,892.00	\$874,362.00	\$801,366.00
Admin Costs(Benefits)	\$62,575.00	\$62,575.00	\$62,575.00	\$179,082.00	\$215,553.00	\$264,716.00
Payments to Tri-Town Ambulance	\$233,587.00	\$233,587.00	\$233,587.00	\$0.00	\$0.00	\$233,587.00
Budget With Tri-Town Payment Total	\$686,202.00	\$695,744.00	\$702,502.00	\$965,974.00	\$1,089,915.00	\$1,299,669.00

Total Budget Adding Billing Revenue From the Town of Allenstown

Ambulance Revenue (This shows what is billed to citizens)	\$0.00	\$0.00	\$0.00	-\$251,320.00	-\$314,776.00	\$0.00
Back Up Ambulance Revenue (This shows projected collections based on running our own backup ambulance until 2025)	\$0.00	-\$37,370.00	-\$37,370.00	\$0.00	\$0.00	\$0.00
Totals Fire Dept W/Billing Income	\$686,202.00	\$658,374.00	\$665,132.00	\$714,654.00	\$775,139.00	\$1,299,669.00
Total Percentage Decrease	0	-4.06%	-3.07%	4.15%	12.96%	89.40%



Ambulance Information



Personnel

At the current time we are staffing two full-time employees from 08 am to 5 pm. With this proposal, we would go to a twenty-four hour, seven day a week coverage model with eight total firefighter/EMTs.

That means you would get both fire and EMS coverage every hour of the day. In the event there is a second call when the initial crew is out, this could be back filled by our on call firefighters.

Six New Firefighters/Four New Firefighter, Two Per-Diem Firefighter - Current Pay Rate & 2026 Projected Rate

Two New Firefighter Cost Breakdown (6 new FF w/42 hr Average 2022)							
Position	Amount of positions added by Amb Transition	Hourly Rate (average 42 hour)	Base pay (average 42 hour work week)	Coverage for PTO (2-5 years)	Total Budget Before Administrative Costs	Cost for Health Ins, Retirement etc..	Total added to budget for base salaries & Time
New Firefighter/EMT	3	\$19.90	\$130,384.80	\$12,894.00	\$143,278.80	\$87,405.00	\$230,683.80
New Lieutenant/EMT	3	\$21.75	\$142,506.00	\$14,094.00	\$156,600.00	\$91,677.00	\$248,277.00
Current Firefighter/EMT	1	\$19.90	\$43,461.60	\$4,298.00	\$47,759.60	\$29,135.00	\$76,894.60
Current Lieutenant/EMT	1	\$21.75	\$47,502.00	\$4,698.00	\$52,200.00	\$30,559.00	\$82,759.00
Total Pay & Benefits Separated			\$363,854.40	\$35,984.00	\$399,838	\$238,776	\$638,614
Current Full-Time Staff Cost (What We Pay Now)					-\$110,000	-\$62,575	-\$162,535
Total Increase Accounted For In The Budget With Amb Transition					\$289,838.40	\$176,201.00	\$476,079.40

Two New Firefighter Cost Breakdown (6 new FF w/42 hr Average 2025 Medic)							
Position	Amount of positions added by Amb Transition	Hourly Rate (average 42 hour)	Base pay (average 42 hour work week)	Coverage for PTO (2-5 years)	Total Budget Before Administrative Costs	Cost for Health Ins, Retirement etc..	Total added to budget for base salaries & Time
New Firefighter/EMT/Medic	3	\$26.00	\$170,352.00	\$12,894.00	\$183,246.00	\$106,563.00	\$289,809.00
New Lieutenant/EMT	3	\$27.00	\$176,904.00	\$14,094.00	\$190,998.00	\$108,990.00	\$299,988.00
Current Firefighter/EMT	1	\$26.00	\$56,784.00	\$4,298.00	\$61,082.00	\$35,521.00	\$96,603.00
Current Lieutenant/EMT	1	\$27.00	\$58,968.00	\$4,698.00	\$63,666.00	\$36,330.00	\$99,996.00
Total Pay & Benefits Separated			\$463,008.00	\$35,984.00	\$498,992	\$287,404	\$786,396
Current Full-Time Staff Cost (What We Pay Now)					-\$110,000	-\$62,575	-\$172,575
Total Increase Accounted For In The Budget With Amb Transition					\$388,992.00	\$224,829.00	\$613,821.00



Ambulance Information



Two New Firefighter Cost Breakdown (4 new FF, 2 new Per-Diem Positions w/42 hr Average 2022)

Position	Amount of positions added by Amb Transition	Hourly Rate (average 42 hour)	Base pay (average 42 hour work week)	Coverage for PTO (2-5 years)	Total Budget Before Administrative Costs	Cost for Health Ins, Retirement etc..	Total added to budget for base salaries & Time
New Firefighter/EMT	2	\$19.90	\$86,923.20	\$8,596.00	\$95,519.20	\$58,270.00	\$153,789.20
New Lieutenant/EMT	2	\$21.75	\$95,004.00	\$9,396.00	\$104,400.00	\$61,118.00	\$165,518.00
New Per-Diem Firefighter/EMT	2	\$21.00	\$91,728.00	\$0.00	\$0.00	\$0.00	\$91,728.00
Current Firefighter/EMT	1	\$19.90	\$43,461.60	\$4,298.00	\$47,759.60	\$29,135.00	\$76,894.60
Current Lieutenant/EMT	1	\$21.75	\$47,502.00	\$4,698.00	\$52,200.00	\$30,559.00	\$82,759.00
Total Pay & Benefits Separated			\$364,618.80	\$26,988.00	\$391,607	\$179,082	\$570,689
Current Full-Time Staff Cost (What We Pay Now)					-\$110,000	-\$62,575	-\$162,535
Total Increase Accounted For In The Budget With Amb Transition					\$281,606.80	\$116,507.00	\$408,153.80

Two New Firefighter Cost Breakdown (4 new FF, 2 new Per-Diem FF w/42 hr Average 2025 Medic)

Position	Amount of positions added by Amb Transition	Hourly Rate (average 42 hour)	Base pay (average 42 hour work week)	Coverage for PTO (2-5 years)	Total Budget Before Administrative Costs	Cost for Health Ins, Retirement etc..	Total added to budget for base salaries & Time
New Firefighter/EMT/Medic	2	\$26.00	\$113,568.00	\$8,596.00	\$122,164.00	\$71,042.00	\$193,206.00
New Lieutenant/EMT	2	\$27.00	\$117,936.00	\$9,396.00	\$127,332.00	\$72,660.00	\$199,992.00
New Firefighter/EMT/Medic	2	\$24.00	\$104,832.00	\$0.00	\$104,832.00	\$0.00	\$104,832.00
Current Firefighter/EMT	1	\$26.00	\$56,784.00	\$4,298.00	\$61,082.00	\$35,521.00	\$96,603.00
Current Lieutenant/EMT	1	\$27.00	\$58,968.00	\$4,698.00	\$63,666.00	\$36,330.00	\$99,996.00
Total Pay & Benefits Separated			\$452,088.00	\$26,988.00	\$479,076	\$215,553	\$694,629
Current Full-Time Staff Cost (What We Pay Now)					-\$110,000	-\$62,575	-\$172,575
Total Increase Accounted For In The Budget With Amb Transition					\$369,076.00	\$152,978.00	\$522,054.00



Ambulance Information

Proposed Shift Schedule

SUN 31	MON Aug 1	TUE 2	WED 3	THU 4	FRI 5	SAT 6
G1	G2	G3	G1	G2	G1	G2
7	8	9	10	11	12	13
G3	G1	G2	G3	G1	G2	G1
14	15	16	17	18	19	20
G2	G3	G1	G2	G3	G1	G2
21	22	23	24	25	26	27
G1	G2	G3	G1	G2	G3	G1
● 12am Summer business r						
28	29	30	31	Sep 1	2	3
G2	G1	G2	G3	G1	G2	G3



Ambulance Information

Cost Per Employee Breakdown (2023)

New FT Lieutenant	Calculations	Annualized	Estimated Annual cost with 5% COLA increase
2023 - Hourly pay rate Grade 12 Step 1	\$19.90		
42 hrs per week - annualized	2,184		
Annual wages based on 42 hours per week		43,461.60	45,634.68
NHRS Total employer contribution	32.99%	14,337.98	
Medical - Employer Contribution - 2 person		12,768.00	
Dental - Employer Contribution - 2 person		816.00	
Medical - Employee withholding - 2 person	3,192.00		
Dental - Employee withholding- 2 person	204.00		
Medicare Town Portion		580.95	
Workers Compensation - estimated portion		285.00	
Life, LTD, STD		347.69	
Benefits Costs			30,592.41
Estimated Annual Cost to the Town		72,597.23	76,227.09
New FT Paramedic	Calculations	Annualized	Estimated Annual cost with 5% COLA increase
2023 - Hourly pay rate Grade 12 Step 1	\$21.75		
42 hrs per week - annualized	2,184		
Annual wages based on 42 hours per week		47,502.00	49,877.10
NHRS Total employer contribution	32.99%	15,670.91	
Medical - Employer Contribution - 2 person		12,768.00	
Dental - Employer Contribution - 2 person		816.00	
Medical - Employee withholding - 2 person	3,192.00		
Dental - Employee withholding- 2 person	204.00		
Medicare Town Portion		639.54	
Workers Compensation - estimated portion		285.00	
Life, LTD, STD		380.02	
Benefits Costs			\$32,087.44
Estimated Annual Cost to the Town		78,061.46	81,964.54



Ambulance Information



Cost Per Employee Breakdown (Pay Raise 2026)

New FT Lieutenant	Calculations	Annualized	Estimated Annual cost with 5% COLA increase
2025 - Hourly pay rate Grade 12 Step 1	\$27.00		
42 hrs per week - annualized	2,184		
Annual wages based on 42 hours per week		58,968.00	61,916.40
NHRS Total employer contribution	32.99%	19,453.54	
Medical - Employer Contribution - 2 person		12,768.00	
Dental - Employer Contribution - 2 person		816.00	
Medical - Employee withholding - 2 person	3,192.00		
Dental - Employee withholding- 2 person	204.00		
Medicare Town Portion		805.79	
Workers Compensation - estimated portion		285.00	
Life, LTD, STD		471.74	
Benefits Costs			36,330.09
Estimated Annual Cost to the Town		93,568.08	98,246.49
New FT Paramedic	Calculations	Annualized	Estimated Annual cost with 5% COLA increase
2025 - Hourly pay rate Grade 12 Step 1	\$26.00		
42 hrs per week - annualized	2,184		
Annual wages based on 42 hours per week		56,784.00	59,623.20
NHRS Total employer contribution	32.99%	18,733.04	
Medical - Employer Contribution - 2 person		12,768.00	
Dental - Employer Contribution - 2 person		816.00	
Medical - Employee withholding - 2 person	3,192.00		
Dental - Employee withholding- 2 person	204.00		
Medicare Town Portion		774.13	
Workers Compensation - estimated portion		285.00	
Life, LTD, STD		454.27	
Benefits Costs			\$35,521.96
Estimated Annual Cost to the Town		90,614.44	95,145.16



Ambulance Information



Current Call Force Staff That Can Provide Transporting Service		
Member Name	Education	Notes
Eric Lambert	Advanced EMT	Works for a transporting agency
Aaron Lambert	Advanced EMT	Works for a transporting agency
Benjamin Savage	Advanced EMT	Works full-time for a transportation agency (Hudson Fire). Currently in Paramedic School.
Daniel Fitzgerald	Advanced EMT	Works for Tri-Town (Per-Diem)
Katelyn Downs	Advanced EMT	Has experience working for a transporting agency (Belmont)
Ian McFarland	Advanced EMT	Works for a transporting agency (Portsmouth), Per-Diem Epsom Ambulance
Codie Gardner	EMR - Responder	
Keith Melanson	EMR - Responder	Works for a transporting agency (Great Brook EMS)
Melissa LaPorte	EMR - Responder	Works full-time for a transportation agency (Stewarts Amb). Currently in Paramedic School.
Karen Tardif	EMR - Responder	Newer EMR, gaining experience
Austin LaDuke	EMT-Basic	Newer EMT, gaining experience
Tyler Bannister	EMT-Basic	Works full-time for a transporting agency, also for Tri-Town (Per-Diem)
Jeffery Gardner	EMT-Basic	Has experience working for a transporting agency (Bow)
Lindsey Veroneau	EMT-Basic	Works for a transporting agency (Great Brook EMS)
Stephen LaPorte	EMT-Basic	Has experience working for a transporting agency (Barnstead, Strafford)
Nicholus Thibedeau	EMT-Basic	Newer EMT, gaining experience
Maurice Paquette	Paramedic	Over 25 years experience with multiple agencies, worker per-diem for Tri-Town)
Robert Douglas	EMT - Advanced	10 years experience with Salem Fire
Robert Hoffman	EMT - Advanced	6 years experience Goffstown Fire
D'Andrea Mitchell	EMT - Basic	Works for Plymouth as a Per-Diem



Ambulance Information

Ambulances

Step one of transitioning to our own service would need to be the purchase of a used ambulance to get us off the ground. This allows the department to apply for a change in our EMS license to a transporting agency. This ambulance would start the service and be utilized as the primary vehicle to provide a second ambulance to Tri-Town until such time we add a second ambulance with the dissolution of Tri-Town.

The amount of overlapping or “second calls” for Allenstown is approximately 70 calls per year.

If this model started in the year 2023, the amount of billing revenue collected based on the average collection amount from Tri-Town would be approximately **\$37,370 per year**. So in two years that would equate to **\$75,460 per year** in approximate revenue. This can be placed into a revolving fund which you will see explained below.

The most important reason for this is to provide a “backup” ambulance in the event that our first ambulance goes out of service once we have two. Hopefully this first out ambulance would be one of the current TriTown vehicles as we would be awarded with half the assets or provide the fund for the appraised value. These funds could be utilized to gain the new ambulance as the first our rig.

This plan would provide for a proper cycle of circulation and replacement once the service gets on its feet and running. With that being relayed, this may be an available option to the town of Allenstown.

The town of Westwood MA is in the process of replacing an ambulance. We could purchase this used ambulance from the Westwood Fire Department in September of this year for a super discounted price. We would need to outfit this to get us off the ground.

We would need to buy a stretcher and a stair chair. Most of the other items needed to run an ambulance are already owned by the fire department as we provide medical services until TriTown arrives to transport. On the next page is a breakdown of what may be available for the town to look at.

2010 E-450 Type I Ambulance

117,000 miles

Ambulance Cost: \$8,000 - \$10,000 (Funded from the balance of our capital outlay line)





Ambulance Information

Equipment

At the current time we have a significant amount of equipment that is needed to supply and staff an ambulance. We currently have a cardiac monitor but would need to look at a second in the future in the event that our current cardiac monitor needs service. This may be acquired in the future by the acquisition of equipment when the TriTown board assesses assets. If not, a lease for new was added to the budget to ensure we have this down the road. This purchase still wouldn't exceed the current budget proposal.

Cost \$3,210



**Stryker Performance Pro XT
700 LBS Capacity Ambulance
Cot with XPS System | Pre-
owned**

STRIKER SKU: STR8085
No reviews

Accessories: No Added Accessories
No Added Accessories

Price: **\$5,663**

ASAP QUOTE

Shipping calculated at checkout

Description

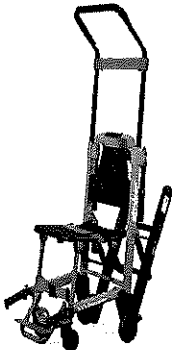
Stryker Performance Pro XT 700 LBS Capacity Ambulance Cot with XPS System | Used

Stock: Only 1 unit left

Stair Chair Cost \$2,550

Stryker Model 6254 Evacuation Chair

MFR: Stryker SKU: MFI-SYK-6254 Ships from MFI Medical



Key Features

- Maximum Load Capacity: 500 lb (227 kg)
- Designed for evacuation of disabled or injured persons from multi-level facilities
- Intended to aid in the transportation of passengers up and/or down a flight of stairs in an evacuation setting
- Star-TREAD tracks allow a single operator to evacuate passengers weighing up to 200 pounds
- Condition: Certified Refurbished
- Warranty: 90 Days
- Learn more: description, features, specifications, conditions, accessories.

Price: **\$3,324.00**

Earn **3324** points on this item
Finance for \$70.64/month
(viewing details)

Condition: Certified Refurbished

Certified Refurbished

Factory New

Quantity: - 1 +

Inventory: Only 9 In Stock

Estimated Delivery:
July 14th to July 21st

Total Cost to purchase, \$18,410.00



Ambulance Information

Revolving fund

Much like the PD revolving fund, the second part of the process would be the establishment of an EMS revolving fund. This fund is specifically available to help run municipal ambulance service (See included RSA). With this, \$75,000 of all billing income would be placed in this account for CIP purposes. The funds would work to help replace ambulances, large/expensive equipment like a cardiac monitor, run the operations and even the replacement of ambulances as they age. The balance put into the revolving fund can also be used for budgetary operations for things like fuel, personnel costs etc quarterly. This essentially cuts down any impact to the taxpayer for ambulance operations as it becomes self sufficient. If this amount was placed in the fund we could essentially replace ambulances every eight years or so.

I have provided some rough numbers as to what would be deposited and what items could be replaced or maintained by the fund.

Equipment Cost Replacement Table

Cardiac Monitor	\$35,000 - \$50,000
Lucas CPR Device	\$16,000 - \$18,000
Power Stretcher	\$18,000 - \$70,000
Intraosseous Bone Set Up	\$3,000 - \$5,000
Stryker Stair Chair	\$2,500 - \$4,000
Ambulance Replacement	\$275,000 - \$400,000

The table below displays the amount placed in a revolving fund for 5 years

Year	Based on Billing Revenue Average (2025-2029)	CIP Fund Deposit	Fund Balance Budget Offset	Revolving Fund Balance For Equipment
2025	\$251,300.00	\$75,000.00	\$176,300.00	\$75,000.00
2026	\$251,300.00	\$75,000.00	\$176,300.00	\$150,000.00
2027	\$314,700.00	\$75,000.00	\$239,700.00	\$225,000.00
2028	\$314,700.00	\$75,000.00	\$239,700.00	\$300,000.00
2029	\$314,700.00	\$75,000.00	\$239,700.00	\$375,000.00
2030	\$314,700.00	\$75,000.00	\$239,700.00	\$450,000.00
2031	\$314,700.00	\$75,000.00	\$239,700.00	\$525,000.00



Ambulance Information

(Example)

Revolving Fund RSA

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 31

POWERS AND DUTIES OF TOWNS

Miscellaneous

Section 31:95-h

31:95-h Revolving Funds. –

I. A town may, by vote of the legislative body, establish a revolving fund. Each revolving fund shall be limited to one of the following purposes:

(a) Facilitating, maintaining, or encouraging recycling as defined in RSA 149-M:4;

(b) Providing ambulance services, or fire services, or both;

(c) Providing public safety services by municipal employees or volunteers outside of the ordinary detail of such persons, including but not limited to public safety services in connection with special events, highway construction, and other construction projects, or for any other public safety purpose deemed appropriate by the municipality;

(d) Creating affordable housing and facilitating transactions relative thereto;

(e) Providing cable access for public, educational, or governmental use;

(f) Financing of energy conservation and efficiency and clean energy improvements by participating property owners in an energy efficiency and clean energy district established pursuant to RSA 53-F; or

(g) Facilitating transactions relative to municipal group net metering.

II. If a town establishes a revolving fund for any of the purposes listed in paragraph I, it may deposit into the fund all or any part of the revenues from fees, charges, or other income derived from the activities or services supported by the fund, and any other revenues approved by the legislative body for deposit into the fund. The money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the town's general surplus. The town treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the governing body, or other board or body designated by the local legislative body at the time the fund is created; provided, that no further approval of the legislative body, if different from the governing body, shall be required. Such funds may be expended only for the purposes for which the fund was created.

III. The legislative body may, at the time it establishes a revolving fund or at any time thereafter, place limitations on expenditures from the fund including, but not limited to, restrictions on the types of items or services that may be purchased from the fund, limitations on the amount of any single expenditure, and limitations on the total amount of expenditures to be made in a year. No amount may be expended from a revolving fund established hereunder for any item or service for which an appropriation has been specifically rejected by the legislative body during the same year.

IV. The provisions of this section shall not preclude the establishment of a revolving fund for any other purpose authorized by law.



Ambulance Information



Source. 2005, 79:1, eff. Aug. 6, 2005. 2008, 68:1, eff. July 20, 2008; 391:1, eff. Sept. 15, 2008. 2010, 215:3, eff. Aug. 27, 2010. 2013, 9:1, eff. July 6, 2013. 2017, 95:1, eff. Aug. 7, 2017. 2018, 30:1, eff. July 14, 2018; 58:1, eff. July 24, 2018."

Proposed Revolving Fund Warrant Article

Warrant Article 18 Establish an Emergency Medical Services Revolving Fund

Shall the Town of Hudson vote to establish an Emergency Medical Services (EMS) revolving fund pursuant to NH RSA 31:95-h (b) for the purpose of providing ambulance services? 50 % of revenues received from ambulance transports, or other revenues received from the Hudson Fire Department Ambulance operations shall be deposited into the fund, and the money shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general surplus. The Town Treasurer shall have custody of the moneys in the fund, and shall pay out the same only upon order of the Board of Selectmen, and no further approval of the Town Meeting shall be required to expend from the fund. These funds may be expended only for the purpose of Ambulance Services, EMS equipment, maintenance, supplies, training and education, renovation, or associated operations and administrative purposes. The EMS revolving fund shall go into effect on July 1, 2020.

To Close

The most important aspect of this does not have a monetary value. The citizens of Allenstown would go from an 8am-5pm guaranteed fire department/EMS response, to a 24/7/365 fire department/EMS response offering more services.



Ambulance Information



INTERMUNICIPAL AGREEMENT DISSOLUTION

In the intermunicipal agreement between Allentown and Pembroke the Town of Allenstown or Pembroke Select board must provide a written letter notifying that the respective town is pulling out of the agreement.

When this happens, the town not withdrawing must have a third party appraisal of the assets of the TriTown ambulance. Once this is complete, half assets in physical or monetary value must be paid/given to the withdrawing town.

(2) The withdrawing Town shall be responsible for its share of employment related costs until the completion of the term.

(3) Termination under this subsection entitles the withdrawing Town to participate in the in the distribution of joint property as provided for in subsection (E) as set out below.

C. Termination With Penalty.

(1) Either Town may terminate the Agreement before the expiration of the term then in effect by affirmative vote of said Town's governing body. The Select Board voting to terminate shall notify the other Town's Select Board and the Board of Directors established by this Agreement in writing not less than three (3) months prior to the expiration of the term.

(2) The withdrawing Town shall be responsible for its share of employment related costs until the completion of the term.

(3) Termination under this subsection shall prohibit the withdrawing Town from participating in the distribution of joint property as provided for in subsection (E) as set out below.

D. Presumption of Renewal. In the event no notice is given of an intent to terminate as provided in subsections (B) or (C), both Towns are presumed to have consented to a renewal of the term as provided for in Section 3 of the Agreement.

E. Joint Property. Joint property of the Service shall be held by the Town of Pembroke during the term(s) of this Agreement. Upon termination, the Board of Directors shall commission a fair-market appraisal of the joint property on commercially reasonable terms. Selection of the appraiser shall be by competitive, sealed bids. The Appraiser shall render an opinion of value, which opinion shall be binding of the Towns. The value of the joint property shall be divided evenly between the Towns.