

**TOWN OF ALLENSTOWN  
TRI-TOWN BOARD OF DIRECTORS  
Town Hall- 16 School Street  
Allenstown, New Hampshire 03275  
March 9, 2022**

**Call to Order**

The Allenstown Tri-Town Board of Directors Meeting of March 9, 2022 was called to order at 3:31 pm by Robert Bourque.

**Roll Call**

Present on the Board: Robert Bourque (Pembroke), David Jodoin (Pembroke), Paul Gagnon, Derik Goodine, Chief Eric Lambert

Also Present: Chris Gamache (Pembroke, Tri-Town Ambulance Director)

- **Accept Resignation of Michael O'Meara**

Mr. Bourque asked Mr. Goodine to put a letter together to thank him for his service. Mr. Goodine said he will put together a Certificate of Appreciation for the Board to sign.

- **Election of a New Chairman**

Mr. Bourque said he would like to nominate David Jodoin as the new Chairman. Paul Gagnon seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon-Aye

Derik Goodine- Aye

Eric Lambert- Aye

- **Approval Minutes of Previous Meeting Dated January 12, 2022**

Mr. Bourque made a Motion to approve the minutes of the previous meeting dated January 12, 2022, which was seconded by Mr. Gagnon.

Roll Call vote was taken.

Robert Bourque - Aye  
Derik Goodine – Aye  
Paul Gagnon-Aye  
David Jodoin – Aye  
Eric Lambert- Aye

The Motion was approved by unanimous vote.

- **Approve Expenditures**

Mr. Jodoin said they have Manifest dated for March 9, 2022 in the amount of \$5,453.08; Payroll Manifest for March 10, 2022, February 24, 2022, January 27, 2022; Accounts Payable Manifest in the amount of \$21,209.08 from February 24, 2021, February 10, 2021; Accounts Payable Manifest in the amount of \$4,083.88 from January 31, 2022.

Mr. Bourque made a Motion to approve Manifest dated for March 9, 2022 in the amount of \$5,453.08; Payroll Manifest for March 10, 2022, February 24, 2022, January 27, 2022; Accounts Payable Manifest in the amount of \$21,209.08 from February 24, 2021, February 10, 2021; Accounts Payable Manifest in the amount of \$4,083.88 from January 31, 2022. Mr. Gagnon seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye  
Derik Goodine – Aye  
Paul Gagnon-Aye  
David Jodoin – Aye  
Eric Lambert- Aye

The Motion was approved by unanimous vote.

- **Old Business**

None.

- **New Business**

- **2022 Merit/COLA Raises**

Chair Jodoin said they budgeted 1.3% COLA for all staff. He said the pay period starts on April 3<sup>rd</sup> and this would be \$4,812 increase to payroll from this date until the end of the year.

He said that evaluations haven't been sent out yet but they are completed. They budgeted an average of 1.22% for merit raises and totals \$4,950.

Director Gamache stated Pembroke did a wage study years ago that was approved by the Board. Since then the market has changed dramatically and he would like to propose another \$1.00 an hour across the board to keep up with competition. He said they did not budget for this. He said he broke it down to two different options: all three increases would average \$26,251 more for payroll as opposed to just the Merit and Cola which would be \$11,204 (which was budgeted for). He said there is a little extra money in the budget that could pay for this.

Mr. Bourque said he is not sure where they would come up with the extra \$6,000. Director Gamache said since he is salary, every shift he covers is a savings as they are not paying someone else. He said he wouldn't recommend it if he didn't think they could afford it. Mr. Bourque said he is not comfortable with that at this point but can look at it at the next budget cycle. Chair Jodoin said that they are ahead of where they usually are at this time of year.

Chair Jodoin asked the Director, if when he calculated these numbers he stayed within the current grade and scale or will they have to move the scale again. He said there were only two employees that were close to the top of the pay scale and they would be maxed out with no further payout. The Director stated that he was not looking at changing the pay grades.

Mr. Goodine said he would like to give people a raise and it should be consistent as long as they can make it work.

Mr. Gagnon asked if the CIP was funded well enough to withstand a cut if that were to happen at the end of the year. Director Gamache stated yes. Mr. Lambert said he thinks it might be worthwhile for the CIP to take a hit vs. losing good people to more competitive departments.

Director Gamache said he is very confident of where the CIP is now and projected into the future.

Chair Jodoin said he is not against it and asked if he could put together some more accurate numbers for the next meeting and they could implement it June 1<sup>st</sup> or July 1<sup>st</sup>. Mr. Bourque and Mr. Goodine would also like to see some numbers at the next meeting.

Director Gamache said the merit raises are going to deserving recipients based upon their performance and evaluations. He went over the evaluation form with the Board. He said that overall, the Merit raises were below what they budgeted for.

Mr. Bourque said he is concerned that those who did not get a Merit raise will leave. Director Gamache said that the raise is intended to benefit those who go above and beyond. The reasons why they did not receive a Merit raise will be outlined in their evaluation.

Mr. Lambert made a Motion to approve the COLA and Merit increases as presented. Town Meeting. Mr. Bourque seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

Derik Goodine – Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

- **Mutual Aid/ Demand Analysis and 2nd Ambulance Feasibility**

Director Gamache did an Excel Spreadsheet for 2021 but he is not seeking any action at this meeting. He said he will also complete a spreadsheet for 2020 and 2019 if he can get access to the data.

He said he plotted out all of the mutual aid that they lost and if they had a second ambulance running, he looked at how many calls would they have captured and what it would have cost. He said the results for 2021 was an 8 hour truck from 7 to 3 pm. He said the primary crew with the truck now is 8 am to 8 am (24 hour). If they looked at an 8 hour truck, 7 days a week, they would have picked up 121 runs and it would have increased the cost to the service for a primary crew of 121 runs of \$72,608 which includes everything. It would have generated \$39,154.00 so the shortfall to the service would be \$33,453.00.

If he changed it to a 10 hour truck, and that would have captured a 7:00 am to 8:00 pm which would have cost the service 153 runs which would have been an increase of 32. So the cost of the service at that point would have been \$90,760 generating about \$50,000 in revenue so would have been short of \$41,260.00.

Director Gamache said an 8 hour truck for 2021, 7 days a week would add \$17,500 to their budget, while a 10 hour truck would have added \$25,000 to their budget. He said that would have captured at 94-95% runs of all runs handled by Tri-Town.

Projecting into the future, Director Gamache said there is a facility in Allenstown actively being built, and Beacon Hill Road in Pembroke was not dead in the water and will go before the Zoning Board at the end of March. There are additional units that exist on Pembroke Street at the Village at Pembroke Farms, Suncook Pond and Sunrise lane (all elderly facilities)- which total 116 units that generated 139 ambulance

runs averaging 1.2 runs per unit. He said these two facilities in the making may generate an additional 240 runs per year once they are up and running.

Director Gamache said there would be some overtime savings by having the truck come in as employees would be clocking out on time, but he doesn't know what those savings would look like.

Mr. Goodine said he would want to see the numbers to analyze himself. He said one of the hidden costs is wear and tear on the second ambulance and replacement schedule that would affect capital budget as well. Director Gamache said they will have a conversation of whether there will be two trucks run or a maintenance back up. He said the current back up truck now was unreliable so they fixed it up and they do not use it that often, may 30-40 times per year. He said the ambulance 3 will be around until well into the 2030's as they are not beating it up.

- **Comstar Billing Report**

Chair Jodoin said the billing for February was \$96,707 which was up from the prior month of January when it was \$73,000. He said collections came in for February at \$42,800 and the prior month was \$30,000.

He said there were a lot of write offs this month, totaling \$68,000 which compared to last month was \$32,000.

He said for January they had a receivable for everything at over a million dollars, and at the end of February they had \$993,074.00. He said when the auditors come in, they take into consideration the write-offs and list them as bad debts.

- **Director's Report**

Mr. Gamache said January's data showed 125 runs, which 61 of those were in Allenstown and 55 of them were in Pembroke; they gave up mutual aid 9 times, and received it 18 times. The average time out of the door was 52 seconds.

Mr. Gamache said the issues that were discussed last month have been resolved and have not been an issue since.

He discussed some issues they had with some equipment which may have been due to the patient's make-up.

Mr. Gamache said the 29<sup>th</sup>, they put out the second ambulance and then Ambulance 8 went to Grappone and had the radiator replaced as well as other repairs.

Chair Jodoin said the next meeting is scheduled for May 11<sup>th</sup>.

Mr. Bourque made a Motion to adjourn. Mr. Lambert seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

Derik Goodine – Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

A handwritten signature in blue ink, appearing to be 'Derik Goodine', is located below the list of names.