

**TOWN OF ALLENSTOWN  
TRI-TOWN BOARD OF DIRECTORS  
247 Pembroke Street  
Pembroke, New Hampshire 03275  
October 12, 2022**

**Call to Order**

The Allenstown Tri-Town Board of Directors Meeting of October 12, 2022 was called to order at 3:30 pm by Chair Jodoin.

**Roll Call**

Present on the Board: Robert Bourque (Pembroke), David Jodoin (Pembroke), Paul Gagnon (Pembroke Fire Chief), Chief Eric Lambert (Allenstown Fire Chief), Mark Solimanto (Citizen Rep, Allenstown), Derik Goodine

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

- **Approve Payroll/Expenditures**

Chair Jodoin said they have an Accounts Payable Manifest for October 11, 2022 in the amount of \$5,873.33; Payroll Manifest for October 6, 2022 and October 6, 2022.

Mr. Bourque made a Motion to approve Accounts Payable Manifest for October 11, 2022 in the amount of \$5,873.33; Payroll for October 6, 2022 and September 22, 2022 Mr. Lambert seconded the Motion.

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon-Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye

The Motion was approved.

- **Old Business- Discussion of Potential Changes to the 2023 Budget**

Chair Jodoin said this subject also coincides with the next discussion, Chief Lambert's questions.

He said after the last meeting with Allenstown, it is clear that they are moving forward with the plan to do Fire based EMS. He said he sent an email to Chris Gamache with some potential changes to the Operation Budget. He said they had money in there to send money to the Capital Expense account for an ambulance. But he said it does not make any sense to send any money over there because by the time they get to the ambulance, it is not going to be useable for either party anyways.

Chair Jodoin said he is looking at moving that money out of there and then also using what they can for surplus to drive the numbers down for each town's appropriations.

Mr. Gamache said that the original budget had passed. He said the biggest change between what they have already approved is that it no longer makes any since to put any money in the CIP based on what was discussed above as they are never going to use it. He said when you go down through the budget, the Uniform Line Item was also decreased. He said because of the upcoming changes, they can reduce this line. He said he also decreased their supply as both towns will now need to create their own EMS budget. From now on, they are only going to order absolutely what they need to order within the termination date.

Mr. Gamache said the radios are in good working order and there is not a good reason to believe that are not going to last the next two years but that may cause some disagreement. He said they are going to purchase pagers.

The overall budget will now be \$1,110,234. He said the two ambulances they are going to run are still in the budget.

He said that looking at this year's budget, they are doing well as far as expenses and are below what they should have spent by now for several reasons.

He said that they are doing pretty good with this year's budget and are actually ahead for the first time since Covid. He said he threw in \$300,000 into the budget to be transferred from the Unassigned Fund Balance and that money would have probably been used again in the future to be paid into the CIP. So if you put \$300,000 from the fund balance into the next year's budget, then next year Allenstown's financial responsibility will be \$142,375.00 and Pembroke is \$149,358.00.

Mr. Gamache said the 2022 budget to the new proposed 2023 budget, it is going down \$91,326. So you would have those available funds to put into your operational budget if you so choose to purchase vehicles or equipment to get their system up and running.

The subtraction for the Town of Pembroke would be a \$95,687 difference.

He said the revenues are coming in higher than estimated anyways.

At the end of 2021, there will be \$430,324.29 in the Unassigned Fund Balance but this is not closed out with the auditors yet. The 2023 approved line as of now is for Allenstown is \$233,587.00 and the revised for Allenstown is \$142,375.00.

He said in 2023, they are reducing down each Town's apportionment which would give them available cash if they so choose to use it to buy the equipment. When they start building the budget for 2024, they are going to see an increase. So he sees it that each community is given a year to get ahead of the curve to use some of that fund to start buying and stocking up before the increases.

Mr. Goodine asked what they have in the Capital Reserve Fund. Mr. Gamache said as of December 31<sup>st</sup>, they will have \$448,680.37, which is separate from their Unassigned Fund Balance.

Mr. Goodine said he did not have a problem with the revised budget amount.

Mr. Goodine said he did want to discuss the second ambulance and whether or not to include that in the budget or if there was a way to work together to reduce those costs. Chief Lambert said they were going to have an ambulance in service at Allenstown by March. Mr. Goodine said they got the second bus to hopefully help out with those mutual aid calls and other calls during the day. He said they already have two full-time staff members that sit at the firehouse every day. Instead of adding a second ambulance to Tri-Town, Mr. Goodine said that Allenstown could operate their ambulance to save money in the budget and pad the Capital Reserve Fund.

Mr. Gamache said the Inter-municipal Agreement said Tri-Town is the EMS service for the two towns. He said they put a lot of time and effort into obtaining a second ambulance and it is relatively budget neutral as how they are going to run it. He said making that change as suggested by Mr. Goodine will dramatically affect the budget for next year so he is not in favor of it.

Chief Lambert said they are in the process of setting up billing through E-max, not Comstar which also will not work for Tri-Town. Tri-Town thinks that this is going to add complication to the dissolution. Chief Lambert said that this is all still in the infancy stages and not set in stone.

Mr. Bourque made a Motion to accept the revised budget cuts as recommended by Director Mr. Gamache for the 2023 budget in the amount of \$1,110,234.00. Mr. Gagnon seconded the Motion. Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon- Aye  
David Jodoin – Aye  
Eric Lambert- Aye  
Mark Solimanto- Aye.

The Motion was approved.

- **New Business**
  - **Discussion of Allenstown Chief Lambert's questions**

Chief Lambert said he would like a list of the things that go on the ambulance so there is transparency as they go through the dissolution process.

Mr. Jodoin said they set a threshold as far as a dollar amount on what a fixed asset is (machinery, vehicles, equipment) when they go through the audit. He said the ambulances have been depreciated over their life span and it shows up as part of the Town of Pembroke's financial statements. He said they have not done anything else.

He said that he asked Mr. Gamache to start the process a little bit earlier to assess what they have. He also reached out to the Town Attorney and the Auditors to figure out a timeframe of availability. Mr. Jodoin said trying to find an independent auditor through the RFP process is going to be difficult.

- **Dissolution of Inter-Municipal Agreement and steps to take**

Mr. Jodoin said he hasn't spoken to his Board yet but asked Mr. Goodine that if they do the dissolution in July of 2025, that carries another six months. He said he would personally rather see it end in December of 2024. He said they also need to figure out what to do with regards to the ambulances.

He said when they have this dissolution agreement setup, there has to be a clause that says both communities are responsible for any claims in litigation from the date of inception until the date of termination.

Mr. Gamache said he will reach out to Comstar regarding how to handle the billing after the dissolution if they hire a new billing company. The Board discussed this further with regard to collections and write-offs and how it could play out at the end of 2024. It was suggested that they could have a final meeting in November of 2024. Mr. Goodine said they could extend Board meetings into 2025.

- **Adjourn**

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

Roll Call vote was taken.

Robert Bourque - Aye

Paul Gagnon- Aye

David Jodoin – Aye

Eric Lambert- Aye

Mark Solimanto- Aye.

The Motion was approved.