

TOWN OF ALLENSTOWN AND PEMBROKE
Joint Tri-Town Board
311 Pembroke Street
Pembroke, New Hampshire 03275
Minutes of Regular Meeting
May 13, 2015

Call to Order.

The Joint Tri-Town Board Meeting for April 27, 2015 was called to order by the Chair at 6:30 p.m.

Roll Call.

Present on the Board: David Jodoin, Shaun Mulholland, Paige Lorenz, Harold Paulsen, Dana Pendergast and Bob Bourque.

Excused:

Others Present.

Tri-Town Staff: Chris Gamache

Other:

Chairman Mulholland informed the Board that this would be Paige's last meeting as she is moving out of Allenstown. The Board thanked Paige for her service.

Minutes

Motion by Member Bourque to approve the minutes of April 8, 2015, seconded by Member Paulsen. Motion passed.

Approval of Expenditures and payroll

Motion by member Bourque seconded by Member Paulsen to approve the payroll manifest of May 7th and May 21st. Vote unanimous.

Motion By Member Bourque seconded by Member Paulsen to approve the accounts payable manifest for April 2nd. Vote Unanimous.

Purchase Orders

None

Consideration of adoption of new policies

The Director presented his recommendation for a policy for general vehicle operations.

Motion by Member Bourque, seconded by Member Paulsen to approve the Vehicle operations policy. Vote unanimous

The next policy that was discussed was for collections, insurance denials and hardship cases. There were several items discussed that needed work and suggestions were made for the Director to return at a future meeting with a revised policy.

Payroll policies procedure

This item was tabled to a future meeting.

Utilization of fuel cards

The Director talked about how best to control the usage of the fuel cards now that the fuel pumps in Pembroke would be removed. Chairman Mulholland asked why they would not be using the State pumps instead. There was a discussion of the location of the State pumps and the ease of accessing them.

Motion by Member Bourque, seconded by Member Paulsen to approve the Vehicle operations policy. Vote unanimous

Utilization of training funds

The Director explained that he wanted to establish a policy on how to use the training funds so that all employees would be aware of the process.

Motion by Member Bourque, seconded by Member Paulsen to approve the Vehicle operations policy. Vote unanimous

Accounts receivable

This policy was tabled to a future meeting.

Administrative Hearing Procedures

Chairman Mulholland discussed with the Board the administrative hearing procedures and that he would be running the hearing and swearing in any individual wishing to give testimony.

Comstar Repot

D. Jodoin discussed the Comstar report for the month of April which showed receivables less than March. He did state that the receivables fluctuate due to timing differences on the billing.

Directors report

The Director explained the run reports for the Month of April and highlighted the response times for the month.

Motion by Member Bourque to adjourn at 7:15 seconded by Member Paulsen. Vote unanimous.

The Chair declared the meeting adjourned at 7:15pm.



SHAUN MULHOLLAND, Chairman