

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

October 3, 2022

Call to Order

The Allenstown Selectboard special meeting of October 3, 2022 was called to order by Chair Scott McDonald at 6:02 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, Chad Pelissier, Road Agent, Melaine Boisvert, Budget Committee, David Jodoin, Pembroke Town Ambulance, Christopher Gamache, Tri-Town EMS, Maurice Paquette, Allenstown Fire Chief, Aaron Lambert, Allenstown Fire Department, Paul Gagnon, Pembroke Fire Chief, Sherry Miller, Finance Director, Mike Stark, Chief of Police of Allenstown

Other: Diane Adinolfo, Resident; Ron Adinolfo, Resident and EDC, Trish Caruso (joined at 6:03 pm).

CITIZEN'S COMMENTS

None.

ROAD AGENT COMMENTS

Mr. Pelissier said that he received bids back for Granite Street from the entrance of the mobile home part to River Road. He said they have approximately \$75,000 extra from the Block Grant. The prices they received from Advanced Paving are cheaper at \$34,060 as opposed to \$88,030. The total cost of what Advanced Paving is estimating is about \$80,000 and the only thing he would like to change on their proposal is that they give them a price for one and a half inch and a half would be better due to the truck traffic. That would put them over that number by \$20,000 to \$25,000. He does believe that he has the money in the budget to cover it, but knows that they are running against the limit with salt and overtime this year.

He said that he would like the okay to go ahead with this and if the money is not in there at the end of the year, to pull it out of the Capital Reserve for paving. Mr. Goodine said they are looking for some preauthorization just in case, but hopefully they are able to squeeze it out of the operational budget.

Ms. McKenney made a Motion to award to Advanced Paving the bid in the amount of \$105,000 (\$84.60 per tonnage) for Granite Street Extension with the caveat that if they go over the amount of the Operations Highway Budget, they will tap the Capital Reserve for paving and reclamation. 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 is unanimous.

CITIZEN'S COMMENTS

N/A

REGULAR AGENDA

- **Police Department- Cruiser Lease**

Mr. Goodine introduced the new cruiser lease that Chief Stark would like the Board to approve.

Ms. McKenney made a Motion to adopt the resolution presented by Chief Michael Stark to enter into a lease agreement for the for the acquisition of a new Dodge Durango to be used as a new police cruiser. The lease total shall not exceed \$52,684.65 with a yearly payment of \$17,561.55 for 3 years. She also moved that Chief Michael Stark be authorized to sign the lease agreement on behalf of the Allenstown Board of Selectman. 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 is unanimous.

- **Ambulance Service Discussion**

Mr. Jodoin introduced Chris Gamache who is the Director and Fire Chief Gagnon from Pembroke. He said they have had a chance to read the letter from the Town of Allenstown dated August 30, 2022 and digest it. They understand the charge from the Board of Selectman and Town Administrator to Allenstown Fire Chief Lambert to go with their own Fire-based EMS service as the cost of a joint ambulance has continued to increase over the past 10 years. Mr. Jodoin said that the Pembroke Board of Selectman still feels like this is not the best model for the two communities. There are huge capital expenses involved in this regardless of whether it is EMT based or fire based.

He said when Hooksett decided to do this years ago, they had 90% of the capital costs already in place and their station had coverage 24 hours a day, 7 days a week. The only thing they didn't have was the capital cost of the ambulance and the equipment. He said when you look at Hooksett's tax base, it is more than sufficient enough to cover. Any revenue that was generated through the ambulance calls was a win-win proposition.

Mr. Jodoin said when you look at both communities, and the total cost of running the service of what you get, there are a lot of community members on a fixed income. Based on the last report, there are a half a million dollars of uncollected receivables. Of that amount, only 10% will actually ever be collected. In Pembroke, it is a little bit different. He said they have had less calls than Allenstown but Allenstown has \$4,000 more in revenue but also \$20,000 more in write-offs.

He said so 24 hours a week, 7 days a week you are guaranteed to have a car ride right now.

Mr. Jodoin said this is a municipal organization and they just purchased \$50,000 worth of equipment through the Cares Act of Gofer Grant. So when it comes time for the dissolution, that doesn't get taken into the equation. He said its going to take time to dissolve the fund prior to the dissolution of July 1, 2025 and it may take a year before it happens.

So the Board understands that this is Allenstown's decision but there are a lot of other things that come into play. He said Allenstown needs to start preparing in 2023 as they will be needing an ambulance in 2025 that is both going to be outfitted and licensed to them. He said Pembroke is in the same situation and will have to pay all of those costs.

Mr. Gamache, Director of Tri-Town EMS, provided the Board with a spreadsheet where he put numbers together to give them a fair analysis of the finances. He also prepared a summary going back to 2017.

He said read a statement of the reasons why he would like the Town of Allenstown Board of Selectman to reconsider their decision to terminate the agreement with The Town of Pembroke Tri-Town Ambulance Services:

As the Director of Tri-Town EMS, I want to thank you for the opportunity to formally express the Service's request to have the Allenstown Board of Selectmen reconsider the decision to terminate the agreement with the Town of Pembroke for joint ambulance services.

Tri-Town EMS represents the successful venture where both towns have greatly benefited from this agreement for almost 10 years.

Since the Service started operating in 2013, Tri-Town EMS has continuously staffed a Paramedic Ambulance and has strived to meet the Emergency Medical needs of both communities.

The Service has grown in the capabilities it offers and is a highly respected ambulance service in the region.

We are a model of what can be achieved in EMS when towns come together for a common good.

We are unique in the sense that most ambulance services in the Capital Area, and New Hampshire as we are not part of a fire department or a private entity.

Tri-Town EMS is a municipal ambulance service whose primary purpose is to provide the highest quality care to those we serve.

It is the viewpoint of Service that this EMS model is of great benefit to Allenstown and Pembroke as there are no divided loyalties and as an organization, we can focus on delivering and improving the pre-hospital medical care required of those we serve.

In addition to the leadership team for Tri-Town EMS, the Service's Board of Directors have oversight of the Service, reviewing budgets, spending, employment issues and policies.

This make-up has ensured that the interests of the two towns are being met in a legal and fiscally responsible manner while allowing the Service to grow regarding the medical care that we provide.

He said that none of this would be possible without the continuous support of both Allenstown and Pembroke. The people who truly benefit from this arrangement are the thousands of patients we have treated over the years.

Over the last year, the service has taken a deeper look at the call volume for the service area by performing a demand analysis, then infusing the financial impact of a second ambulance to come up with a plan to efficiently deploy a second ambulance as to capture as many calls as possible that are currently being turned over to mutual aid, in an effort to better serve the communities while remaining fiscally responsible.

This was ultimately accomplished by having the EMS Director, myself, be the primary paramedic on the daytime ambulance. This plan captures the bulk of the calls missed by Tri-Town while only adding a minimal cost to the Service.

Starting in January, Tri-Town EMS will be staffing two ambulances during the day, every day and one ambulance through the overnight.

The addition of a second ambulance demonstrates the steps the Service takes to research and implement a project so that we are improving our services to the two towns while remaining fiscally conscious.

Ending this agreement and subsequently disbanding Tri-Town EMS, will have a tremendous impact on the medical care and the cost of EMS in both Allenstown and Pembroke.

It is my opinion that the Allenstown Fire Department will not be able to duplicate the service and care that currently benefits the people of Allenstown and Pembroke.

It is also my opinion that the Allenstown Fire Department will not be able to provide full 24/7 EMS services to Allenstown at a lower cost than what is currently being provided.

If the ultimate goal of terminating the contract is to enhance the capabilities of the Fire Department, I further suggest that this too will not be the case.

This concept does nothing to promote the growth of the On-Call component of the Allenstown Fire Department. If anything, it will achieve the opposite effect.

STAFFING

If you look at similar size towns to Allenstown, you will see not many in the State have full time fire department coverage. There are a fair amount that have daytime coverage but few that have paid staffing to cover an ambulance around the clock.

As can be imagine, the primary reason is costs. If you look at other communities' budgets and warrant articles, it is a safe budgetary concept to plan for just over \$100,000 per full time firefighter per year.

This is an all-inclusive number 86 takes into consideration pay, benefits, retirement and payroll fees.

The other major reason, and equally as important is the struggles small towns have to recruit and retain full time firefighter/EMTs.

To attract a qualified applicant, small towns like Allenstown, must have competitive benefits and wages.

Also, a fire department will need a sufficient call volume so that firefighters feel useful and are not bored from one shift to the next.

In 2021, per Concord Fire Alarm run numbers, Allenstown Fire Department had 816 emergency incidents. 647 of these were EMS runs, with Tri-Town EMS handling over 90% of them.

That leaves about 170 fire related calls and most of these can be described as alarm activations, false alarms, or small/unpermitted burns

A 24/7 fire department model in Allenstown will have its full-time staff, responding to an average of 1-3 calls in a 24 hour period. Less than one non-EMS call per shift, and 2 medical calls.

One statistically being a lift assist, cancellation or refusal, and one being a transport.

Beyond this being a low call volume, the amount of EMS experience each FF/EMT will get will be minimal and not enough to maintain any advance skills in the event the Allenstown Fire Department is able to hire AEMTs or Paramedics.

This will lead to a high turn-over rate. Something that is seen in similar sized towns.

Most people who get into the fire service, do so to be Firefighters, not EMS providers. This is a sentiment that gets expressed by firefighters quite regularly.

In the 30 years I have been in EMS, I have heard this from members of virtually every fire department I have interacted with and the Allenstown Fire Department is among them.

The proof, is the lack of people responding to medical calls outside of the daytime staffing.

One area fire chief made a statement to the Pembroke Fire Chief, "I have a hard time getting staff, now I will have to compete with Allenstown".

Then went on to say, "EMS Kills Call Fire Departments". An opinion that was shared by the Pembroke Fire Chief.

Many smaller fire departments resort to hiring non-firefighters to fill their roster in order to ensure their ambulance is staffed. This furthers supports my opinion that this move will not improve the firefighting capabilities of the Allenstown Fire Department.

If the goal is truly to promote fire protection within Allenstown, the plan should be to grow the on-call membership of the fire department and not tear down what is already working and what is already successful.

At Tri-Town EMS, we do not compete with Fire Departments, Hospitals or Private Ambulance Services for staffing. We attract and retain our staff because we can offer them what they want. Competitive pay, modern equipment and vehicles, and emergency runs.

For Tri-Town, the collective call volume between Allenstown, Pembroke and the surrounding communities, gives us a call volume that is professionally fulfilling to our staff, keeps them in practice with their EMS skills and allows us to provide virtually any treatment that is available in the pre-hospital setting.

It is this collective volume that is advantageous to Tri-Town EMS, Allenstown and Pembroke. Splitting up this call volume will only decrease the abilities of the EMS Providers who respond to calls in Allenstown and Pembroke.

It should be noted that for years now, Tri-Town EMS has enjoyed a stable work force. This means we have qualified and competent providers responding to emergencies.

We have not shut down the ambulance because of a lack of staff, nor have we because of finances.

We have been considered fully staff before and all through the COVID-19 pandemic. When other public safety departments, and ambulance services struggled with staffing, Tri-Town EMS did not.

COST OF OPERATIONS

When looking at costs, I was told, that “for \$600,000 this just makes sense”. If that was the case, I would agree. But it isn’t the case.

To make an accurate comparison, I looked at, if the Allenstown Fire Department was providing Fire and EMS coverage, without Tri-Town EMS, what would the budget look like?

I took the 2022 Allenstown Fire Department budget and inserted all EMS specific items, as well as all items not accounted for in their budget.

Items such as Retirements, Health Insurance, Dental, Disability, increases to payroll and associated fees, ambulance & equipment replacement, billing, as so on.

Based upon what was said to me, I created a budget based on 3 shifts of 2 ff/EMTS that would work 6 of the 7 days a week and the 7th day would be filled with per diems.

Creating a spreadsheet with an estimated average hourly rate of \$22.50 an hour, I came up with an estimated budget of \$1,275,000

As a comparison, the staffing model used in this budget greatly resembles the Bow Fire Department, and their 2022 budget is \$1,365,000, So I feel my estimate is reasonable.

Then I added up the REAL budget and added the fee paid to Tri-Town EMS with other costs that again, are not in the Fire Department Budget but would show up in the Town’s Budget. This is the true cost of Fire/EMS service to the Town of Allenstown in 2022. That number is \$824,586.

Take the estimated budget, remove ambulance billings (\$222,090) and you get the impact on the taxes, which is \$1,053,000. That all said, if Allenstown Fire Department ran the ambulance in 2022, the tax burden for Allenstown would have been \$228,000 greater.

This number assumes the same billing rate of Tri-Town EMS. If Allenstown has a significantly less number of runs that can be billed at the ALS rate, then a reduction of 30%+ can be seen. Meaning the Tax burden increases.

Furthermore, there is no consideration for paramedic intercepts. These are the times where an EMT or AEMT licensed ambulance has a patient requiring paramedic care. This fee is not paid by the patient but rather the ambulance service (or town).

If the fire department calls for a paramedic intercept, on average, of once a week, the budget will need to be increased by \$26,000.

For every \$1/hr increase for the full-time employees, the budget will need to be increased by \$21,710.

The final point I want to make with finances. Many fire departments are under the false impression that there is a lot of money available in EMS.

Through August 31st, Tri-Town EMS received \$129,552.48 through calls that were in Allenstown.

Projected to the end of the year and that comes to \$222,090. Which is the number I recently referred to. 75% of patients who are transported from Allenstown have Medicare or Medicaid of a payer. It doesn't matter how much an ambulance service's rates are, Medicare and Medicaid are only going to be their rates.

To drive this point home, Medicare is about a 60%-65% reduction in rates, and Medicaid is about an 80% reduction in rates.

Tri-Town EMS collects the full rate on less than 10% of runs.

For the last 5 years, ambulance billing for Allenstown has been in the \$180,000 range.

When budgeting, it is the smaller number I use.

The reality, when looking at Tri-Town EMS and the current mode of operation, the Town of Pembroke provides, about \$500,000 to the Service in billing & taxes.

Allenstown provides about \$400,00 in billing & taxes.

For both towns to do this independently, they will need to make up the difference the other town provides.

Therefore, it is my assessment that unless the Allenstown Fire Department can staff a Paramedic 24/7 and increase their call volume to what is currently being seen at Tri-Town EMS today, they will not be able to provide the same level of service, with a competent staff, for less money.

The reality is it will cost the taxpayers more money for less service.

PARAMEDICS

The last thing I want to discuss is the importance of paramedic care.

Since the Service started, Tri-Town EMS has continuously staffed a paramedic.

We do so because we feel this is the right thing to do.

It is true that not all calls require a paramedic. But we cannot predict when a person will need paramedic care.

Paramedics are the highest trained EMS Providers in the EMS system.

They have better assessment skills and have the knowledge base that is comparable to Nurses.

At Tri-Town EMS, our paramedics can administer over 40 medications on their own discretion without consulting an Emergency Department Physician."

Mr. Gamache went on to discuss his qualifications. They can perform many procedures in a pre-hospital setting. Some are relatively simple and others require a lot of training and maintenance.

He said that they can quickly treat everything from Nausea/Vomiting to Dehydration, to Pain, Low Blood Pressure, to Chest pain and Difficulty Breathing to Cardiac Arrest and Our Paramedics at Tri-Town have the ability to sedate a sick person and paralyze them to place an advanced airway and put them on a ventilator. A skill known as Rapid Sequence Intubation (RSI). A skill set that only a few services in the state are permitted to do.

The Deputy Director and I, each have over 30 years in EMS and over 20 years as paramedics. Another of our full-time paramedics worked in Lowell for a number of years before working for DHART as a Flight Medic. Our other full-time paramedic has worked years in an urban center on the seacoast before coming to Tri-Town EMS. Our Per Diem and Part Time Paramedics, work for other ambulance services, as EMS Coordinators in Hospitals, and as staff in major Emergency Departments within New Hampshire.

The experience our paramedics put on the Streets of Allentown and Pembroke is arguably some of the best in the state.

When you look at our reaction and response times, the ambulance is responding within 45 seconds of dispatch and at a person's doorstep within 5 minutes.

Anyone who lives in the village area, to the Hooksett line, will typically have the ambulance there within 3 minutes of dispatch.

So what does Tri-Town EMS give to Allentown and Pembroke, We put the highest level provider at a person's doorstep within minutes of calling 911,

Anyone who is suffering or struggling, has a competent, well-trained paramedic at their side and is being treated before area towns would even get help responding.

For some, this simply means relief from pain. For others, this means rapid and aggressive "interventions so they can simply breath."

To some, this means a chance at life. Because our paramedics have quickly changed the downward spiral of a person's declining condition, who was at risk of death. They received the care they needed without delay and was delivered to the hospital in better condition than when the paramedics found them.

We see patients with respiratory problems, heart problems, neurological issues, psychiatric, alcohol and drug addiction problems and many more.

We treat these people with respect and dignity, so that they feel safe and have every confidence they are being well treated.

CONCLUSION/SUMMARY

As stated before, it is my opinion that Tri-Town EMS provides the highest level of care possible to the people of Allentown and Pembroke.

It is the collective call volume of the two towns that allows our providers to continue to be proficient and competent at what they do.

If this agreement is cancelled, this decision will adversely affect the people of both towns.

It is further my opinion that the EMS system in Allenstown will not be able to provide the same level of care that is being provided today AND will ultimately cost more for the people of Allenstown.

It is my hope that we can put this issue behind us and move forward.

Therefore, as the Director of Tri-Town EMS, I formally request this Board of Selectmen reconsider their decision to Terminate the Contract with the Town of Pembroke.

That Allenstown remains a valued partner in the delivery of per-hospital medicine to the people of Allenstown and Pembroke.

Ms. McKenney said she would like to have Chief Lambert comment. Chief Lambert said the Board came to him to look into the idea of becoming a Fire-based EMS service. He said as everyone knows, they have struggled to get firefighters in the past. He put together a packet for the Town which they considered and approved. He said their EMTs will be certified and ready when the time comes, and regarding the budget he does agree it will cost money. He said he is a steward of the Board of Selectman and he will do as they wish. Chair McDonald said they didn't arrive at this decision quickly and it has been discussed for eight months. For the longest time, the answer was absolutely not. He said they went back and forth with numbers and he knows there is some discrepancy on how the numbers are interpreted but it never had to do with an issue with Tri-Town.

Chair McDonald said personally, having gone to these Municipal seminars, he sees the call fire service to call fire departments dying. He knows they are concerned with them combining fire and EMS but 90% of their calls are for EMS services

He said that Chief Lambert has done a great job with filling their roster since he came onboard as chief.

Melaine Boisvert asked what prompted the discussion from the Board. Chair McDonald said their Town is growing and they feel that they can provide the EMS service and fire service in Town. He said again, they are not unsatisfied with Tri-Town in any way.

Chair Lambert said increasing your elderly population (Hillsbrook) will also increase your call volume by at least 200-300 calls. Chief Lambert said he has been in contact with other Towns regarding changes that they have been seeing and he feels it will be beneficial for them to move into this realm. He said there is a Town in Connecticut that is a similar size and managed to do this.

Ms. Boisvert said when she first heard about this several weeks ago (and she is still not sold on it), her concerns are 1) regarding the receivables that are not collectable, 2) staffing (finding employees). Chief Lambert said there is a shift right now of people retiring but also that 140 people recently took

the state exam and that pool of candidates will be coming into the market. He said he has also been very successful in hiring within the past year.

He said if they have an ambulance in Allentown that's picking up on Tri-Town's calls in Pembroke, then you are guaranteed to have a wait and then you add on the additional patients that Hillsbrook is going to create. Chief Lambert said as a taxpayer, he would increase his taxes all day long to ensure that his family receives 911 care swiftly. He said Tri-Town can't be there every time.

Ms. Boisvert said she is not saying yes or no on this.

Chair McDonald said this may be a discussion for budget season.

Mr. Gamache said the reasons Chief Lambert discussed are part of the reason they moved to get a second ambulance. He said they are not on the verge of abusing any mutual aid and right now they provide more mutual aid than they receive.

Mr. Adinolfo said that he has 30 years of EMS experience and still teaches EMS classes in the area. He is present tonight because he is concerned about the future of EMS services for Allentown residents, especially the senior citizens that use EMS services more frequently. He would like to provide the Board with an outside perspective and he noted that he has no loyalty to either side of the discussion. He said he is also a taxpayer and a resident.

Mr. Adinolfo said that his first concern is the lack of public information that was available during the discussions to break away from Tri-Town. He spoke with both towns and he said Pembroke was stunned. His initial concern was that this decision was driven by cost, but when they consider costs, patient care has to be in the forefront.

He said it is not cheap to run an EMS service. As a municipality that runs EMS services, the realization is that EMS services are part of the overall healthcare system and the needs need to be addressed in this manner. This decision will affect the health and welfare of all of Allentown's citizens and it is a long term financial investment. He said there is a lot to consider including staffing issues.

Mr. Adinolfo read the data from both the Allentown full-time Fire and EMS proposal and the current Pembroke budget information for Tri-Town ambulance. He said with the near population increases, they will see call volumes increase for calls of fire service and by providing 24/7 EMS services, this also includes fire service benefits 24/7 (nights and weekends) which they do not currently have.

He said according to the US Census, the 2010 population in Allentown was 4,322. In 2020, it was 4,707 which is a population increase of 8.9%. With the two new facilities, it would be fair to conclude that an additional 425 residents would be moving to town which is a 9% increase in a short period of time. Mr. Adinolfo also provided the census data for the Town of Pembroke which caused a paradigm shift in Allentown based on the figures.

Mr. Adinolfo said during his tenure at the department, he was involved in two similar situations. He said Allenstown's decision at this juncture is not any different from the past decisions that were made. He said they have the advantage now of having two ambulances covering both towns in close proximity 24/7 and with Allenstown being able to cover 24/7 fire coverage. It also provides more useful mutual aid coverage to the area including the Town of Pembroke.

Mr. Adinolfo said Allenstown and Pembroke should still share resources and look for continuing cooperation. He said whatever decisions are made, both towns need to put their egos aside and work together to provide the best possible service with total cooperation on both sides.

Mr. Klawes asked the Pembroke staff why there was such a concern and care when they decided to "do this. Mr. Jodoin said he just wanted to make them aware of the up-front costs and the fact that the assets are going to be dissolved as of July 2025. Mr. Klawes asked whether they kept it under wraps so Chief Lambert could do his due diligence and research. Chief Lambert said it was not decided overnight.

Chair McDonald said one of the issues that they were concerned with was if word of this got out without controlling the message might not be good for Pembroke's or Allenstown's roster.

Ms. McKenney said Chief Lambert has done a wonderful job getting the numbers together. She believes that it is time that they have an ambulance service now that there are population changes in town.

Chief Gagnon wants to maintain a good working relationship between the two towns. Chair McDonald said there is so much history between the two Fire Departments and he is hoping they can all work together.

- **Administrative Assistant Position Update**

Ms. McKenney originally said they should hire a couple of part timers but they now have 3 additional applicants who asked for too much money. Ms. McKenney said they are better off with two part-timers because it is too much for one person. Mr. Goodine said it wasn't the lack of applicants but the lack of dollar amounts.

- **Town Clerk Wages**

Ms. McKenney said that the Board all agrees the Town Clerk deserves a raise. The problem is that she was cut short for four years because of the previous Town Administrator. She had only received the COLA for those years and it was never made up. Ms. McKenney agrees that she deserves the increase she lost.

Chair McDonald also spoke to the Attorney about the Town Clerk's case because she provided a Court's decision for Merrimack County. (He prefaced by saying he did not go to the Town's attorney to find a way to not do this for her.) He said that his intent was to make sure they did it the right way. He said they can recommend a salary increase for her but it has to go through the budget process.

He said they all did agree that she got left behind in the salary increases and they can fix that, but they have to go through the right process.

Ms. McKenney said she would like to make it effective December 1st. Mr. Goodine said it would have to go through the voters in March so it wouldn't be effective until next year because she is an elected official.

Mr. Goodine agrees that her increase has to be voter's decision. He said that her salary should be adjusted. He said something should be recommended for budget. He said right now, she is \$60,300 and if she were to go to the next step for 2023 then she would go to \$64,100. He said Grade 12, step 11 is \$69,992.00. Mr. Klawes said \$64,100 is what they were looking at anyways.

Mr. Klawes said comparing what a Town Clerk makes in Concord is apples and oranges compared to a small town who can set their own hours. He thinks that the voters should go ahead and decide.

He said that he thought the budget was going to be looked at with a little bit more scrutiny and that he also believes that after the first 4-6 years, because they have been very transparent, they have seen a huge reduction of people that show up for the Deliberative Session and the Budget Hearings. He said they think there is no "shadiness" going on, for a lack of better saying it.

Chair McDonald said he would not problem standing up in a Deliberative Session because he thinks she deserves it. Ms. McKenney doesn't like the idea of putting her on one Article which is putting her on the spot, but it can be mentioned in the budget that they are giving her a separate raise for extra steps. Mr. Klawes said she put herself in the spotlight when she asked for a raise and it is up to the voters to go ahead and vote. Ms. McKenney said she feels that the Town Clerk loves this town, doesn't want to leave and deserves the raise. Mr. Klawes said again, you can't compare Allenstown to Concord or Hooksett.

Mr. Goodine said he thinks she is behind other towns that are the size of Allenstown by at least \$3,000. Chair McDonald said those Town's hours are similar to what Allenstown has.

Ms. Higham said it is a lot of money for a 32 hour position.

Ms. McKenney made a Motion to put the Tax Collector/ Town Clerk on Grade 12, Step 11 effective on April 1, 2023.

A roll call was taken.

Scott McDonald- Aye
Maureen Higham- No
Jim Rodger- Aye
Sandy McKenney- Aye
Keith Klawes- No

The motion passed 3-2.

- **2021 Audit Presentation- October 17, 2022, BOS Meeting**

Mr. Goodine said they did get a copy of the audit and it is in the last meeting packet. It will be discussed at the next meeting.

- **Budget Schedule Update**

Mr. Goodine said the budget schedule has been tweaked since he presented it at the last meeting.

Thursday, September 22, 6:30PM to 8:30PM Regular Budget Committee Meeting	
Thursday, October 27, 6:30PM to 8:30PM Regular Budget	
Saturday, November 5, 9:00AM to 3:30PM with lunch at 11:45AM to 12:30PM	
9:00AM-10:15AM	POLICE + POLICE CIP
10:15AM-10:30AM	OAMH
10:30AM-11:15AM	AMBULANCE
11:15AM-11:30	LIBRARY
11:35AM-12:30PM	LUNCH
12:30PM-1:30PM	HIGHWAY DEPT INCLUDING STORM WATER, STREETLIGHTS, AND SOLID WASTE + CIP
1:30PM-2:30PM	TAX COLLECTOR, TOWN CLERK, FINANCE, ASSESSING
2:30PM-3:15PM	EXEC BUDGET OR ADJOURN EARLY DEPENDING ON WHERE WE ARE IN PROCESS*
*TA will do parts of the Executive/Administrative Budget as time allows between presentation times and at the end of the meeting, if ahead of schedule	
Saturday, November 19, 9:00AM to 1:00AM with breakfast at 9:00AM to 9:45AM	
9:00AM-9:45AM	BREAKFAST
9:45AM-10:30AM	FIRE + FIRE CIP
10:45AM-12:00PM	SCHOOL BUDGET
12:00PM-1:30PM	EXECUTIVE ADMINISTRATIVE BUDGET ITEMS, COMMITTEES (EDC, PLAN BD, ZBA, and BUDGET) INITIAL WARRANT ARTICLES, WRAPUP
Saturday, December 10, 2021	
9:00AM-9:45AM	BREAKFAST
10:00AM-11:00AM	SEWER BUDGET
11:00AM-1:00PM	Any Executive Administrative Budget Items remaining, Capital Improvement and Reserve Budget Items, and Non-Property Tax Revenue, Warrant Articles and Wrap-up

Prepare Final Budget Documents and Warrant, preparation for public hearing, Regular Budget Committee Meeting and any extra meeting if necessary

Thursday, December 15, 2021, Snow Day for Budget Meeting

January 2023

Candidate Filing Dates – January 25, 2023 to February 3, 2023

January 7, 2023 - Last day to give notice of Public Hearing on annual budget for January 14, 2023

January 10, 2023 - Last Day to petition for Selectboard for article on Town Meeting Warrant (Bond article would be January 6, 2023

January 14, 2023 - Public Hearing on Budget : Snow Date of January 17, 2023 – Sign forms, Sign Final Town Meeting Warrant following Public Hearing

January 16, 2023 - Last Day to hold Public Hearing on Zoning Ordinance Amendments

January 26, 2023 - Last Day for Budget Committee to deliver copies of official budget, and recommendations to the Governing Body

January 30, 2023- Last day for Planning Board to hold final public hearing on Zoning Ordinance changes And Last Day for Selectboard to post Town Warrant and Budget at all polling places and at Clerks Office.

February 2023

February 4, 2023 - Deliberative Session February (1st Day it can be held)

February 11, 2023 – Last day Deliberative Session can be held

February 25, 2023 – Last Day to post Warrant for Town Election

February 27, 2023 - Last day to hold public hearing on question of establishing a special revenue fund. Hearing must be held at least 15 but not more than 30 days prior to meeting where question will be voted on. Notice of the hearing shall be posted in at least 2 public places and published in a newspaper at least 7 days before the hearing. [RSA 31:95-d, 1 (b)]

March 2023

March 7, 2023 - Annual Report Completed at least one week before Town Election

Mr. Goodine said he does not think the school is going to be able to meet the 19th of November and thinks that they will still be looking at the December 10th date. He said that they would not need to have everything ready on the 19th, just some.

He said this budget starts July 1, 2023 and finishes June 30, 2024, and the new school will be in the new building either winter or spring. They wanted more time to discuss what is happening to the other two school buildings. He thinks that is why the school wants to see the budget earlier so they can ask those questions.

Mr. Goodine would prefer that the SAU sell the school buildings to the Town for \$1 now that way they could put out a RFP for reuse of the buildings and they will have the results from the AES study by then. He said he has no desire to keep the ARD building but it does have some value. He guesses it would be some kind of housing that comes out of the woodwork as the top use of that building.

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

None.

Town Administrator's Report

Mr. Goodine said he has some documents to be signed by the Board including the Certificate of Appointment for Nancy Beaulieu's Alternate Economic Development paperwork which was already approved and need to be signed.

He said that he did sign the Disadvantaged Business Enterprise Utilization under Federal Grant last report for the pump station.

Mr. Goodine said he also has the Benefit Advantage paperwork which is just the FSA part of it and not the Health Reimbursement part which he needs authorization to sign on behalf of the Board. He said it has changed slightly from how it was before because they used to send them some of the money up front but bow they are going to start billing them. He said as the health trust sends out money to pay for co-pays for their FSAs, it is money they put in themselves as employees. He just needs approval to sign that agreement as it is nothing new.

Ms. Higham made a Motion for Mr. Goodine to sign the Flexible Benefits Plan Services Agreement of the Benefit Advantage paperwork on behalf of the Board. 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.

- Step 12, COLA Employees

He said there is a study being conducted of all the similar towns and they will be able to look at that to see if they are on the low or high end of the steps. Mr. Goodine said it is only adding 2% on Step 12, and right now, they would stop Step 12 and only get a COLA. He doesn't think that 3 more steps breaks the bank.

Mr. Goodine said that ideally, they should have 25 steps because he believes that is the amount of time for NH State Retirement.

Mr. Klawes asked what the figure is for Step 12 this year. Mr. Goodine said it depends on what grade. The highest grade they have is \$35.68 per hour. Last year was 5% less than this.

Mr. Klawes said that Step 12 is always going to grow. He said it is an unreasonable financial burden for the Town when they keep going to more and more steps. He said they should not keep increasing the steps but do longevity.

Mr. Goodine said they need to decide by the next meeting for budget purposes.

Mr. Klawes asked what they are going to do when everything crashes and the recession happens.

Mr. Goodine just asked them to think about it before next meeting. Mr. Klawes made a proposal of what to look at going forward and what the effects are going to look like.

Mr. Goodine said it will depend on who hits that step. Mr. Klawes said he just wants to see what the overall numbers will look like.

Mr. Goodine said they will discuss extending Mr. Arsenault's employment at the next meeting.

Mr. Goodine said that they put hand dryers in the bathroom and the kitchen at the Community Center.

Mr. Goodine said he talked to Casella last week and right now, we do not pay for recycling, but we will have to in a new contract. We will need to look possibly having a subcommittee of the Board and to discuss solid waste disposal in 2023 since it expires in 2024. They will have to look at all of their options and costs to see what makes sense for everyone.

Mr. Goodine said the Fire Department heat project will be put off until next year because they do not have the money.

Other Business

Ms. McKenney said that she had a lady call her from 54 Ridge Street because she was having a problem with the fence that her neighbor installed and she also had a problem with another neighbor. She called Mr. Arsenault who went to visit her and everything is taken care of.

Mr. Klawes asked if they were going to have a meeting on Halloween.

Chair McDonald said they are adding a couple of new awards this year, including a Police and Fire Department awards.

CONSENT CALENDAR, MINUTES AND MANIFESTS

- **Consent Calendar**

Ms. Higham made a Motion to ratify the Consent Calendar dated October 3, 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: September 19, 2022 Session I and II**

Ms. Higham made a Motion to approve the Non-Public meeting minutes of 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.

- **Public: September 19, 2022**

Mr. Goodine made small changes.

Ms. Higham made a Motion to approve the public meeting minutes from 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.

- **Approve Payroll and Accounts Payroll Manifests: N/A; Check Manifest: N/A; Non-Check Manifest: N/A; and Town P/R Manifest dated 09-22-22.**

Ms. Higham made a Motion to approve Payroll and Accounts Payroll Manifests: ACH Manifest: N/A; Check Manifest: N/A; Non-Check Manifest: N/A and Town P/R Manifest dated 09-22-22. 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.




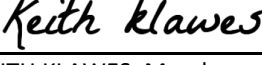

Mr. Klawes made a Motion to adjourn the meeting at 8:57 pm. Ms. Higham seconded the Motion.

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

The motion passed unanimously.

TOWN OF ALLENSTOWN
Selectboard Meeting Minutes
16 School Street
Allenstown, New Hampshire 03275
October 3, 2022

SIGNATURE PAGE

Original Approval:		
	12 / 10 / 2022	
SCOTT MCDONALD, Chair	DATE	
	12 / 07 / 2022	
SANDY MCKENNEY, Vice Chair	DATE	
	12 / 04 / 2022	
MAUREEN HIGHAM, Member	DATE	
	12 / 05 / 2022	
KEITH KLAUES, Member	DATE	
	12 / 08 / 2022	
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

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12 / 01 / 2022
23:05:50 UTC

Sent for signature to Scott McDonald (smcdonald@allenstownnh.gov), Sandra McKenney (smckenney@allenstownnh.gov), Maureen Higham (mhigham@allenstownnh.gov), Keith Klawes (kklawes@allenstownnh.gov) and Jim Rodger (jrodger@allenstownnh.gov) from dgoodine@allenstownnh.gov
IP: 64.222.96.214



12 / 02 / 2022
16:52:19 UTC

Viewed by Keith Klawes (kklawes@allenstownnh.gov)
IP: 50.237.188.172



12 / 05 / 2022
02:17:11 UTC

Viewed by Maureen Higham (mhigham@allenstownnh.gov)
IP: 64.222.96.214



12 / 05 / 2022
02:17:34 UTC

Signed by Maureen Higham (mhigham@allenstownnh.gov)
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14:03:41 UTC

Signed by Scott McDonald (smcdonald@allentownnh.gov)

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12 / 10 / 2022

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The document has been completed.