



Pembroke CIP Committee Meeting
Town Hall, Paulsen Room
June 18, 2007, 7:00PM
Minutes

DRAFT VERSION

I. Call to Order – W. Stanyan called the meeting to order at 7:05pm.

II. Attendance - members

Present: William Stanyan, Tina Courtemanche, Larry Preston, Tammy Boucher, Fred Kline, Rosemarie Michaud, Gerry Fleury.

Absent: Roland Lemoine.

Also Present: Geoff Ruggles, Finance Director.

III. Old Business –

1. **Minutes** – the Committee reviewed the minutes of June 4th and under section III.-1.-Vacancy added “were proposed” to the end of the last sentence to make it complete. The Committee approved the minutes as amended.
2. **CIP Review** – G. Ruggles explained that the CIP plan had been updated to show actual capital expenditures and capital reserve fund balances for 2006, appropriations for 2007, and changes to 2008 – 2013 based on preliminary review with departments. The Committee reviewed the changes and discussed the following areas:
 - a. **Landfill Closure** – after some discussion on the revised closure costs of \$300,000, engineering costs incurred to date, and the current balance of approximately \$180,000 in the non-lapsing appropriation for this project, the Committee added \$70,000 in 2008 for the project. G. Ruggles agreed to update the appropriation balance to the actual.
 - b. **Salt Shed** – G. Ruggles informed the Committee that preliminary engineering costs estimates were significantly higher than what was on the CIP plan. He explained that the costs were based on average tonnage used by the Town, storing both salt and sand, and with or without the option of being able to mix the two under cover. Various other options were discussed and potential neighborhood concerns over the height of the build were expressed.
 - c. **Transfer Station** – G. Fleury updated the Committee on various options the Solid Waste Committee was looking into for upgrading the transfer station/recycling facility in conjunction with the purchase of a new trash truck. These included curbside recycling, site improvements, and changes in disposal procedures.

The Committee decided to request the Solid Waste Committee and Highway Department meet with the them on July 9th to get a better understanding of the overall plan, options, and costs.

- d. **Technology/Equipment** – G. Ruggles informed the Committee that the current plan was to fund equipment replacement out of the operating budget on a rotating basis and did not see any major shifts in technology that would require a large replacement all at once.
- e. **Cemeteries** – the Committee noted little change in the status of the wall replacement at Evergreen Cemetery.



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- f. Fire – the Committee discussed the funding of the purchase of a Quint fire truck for \$1.3 million in 2013, noting that a majority but not all of the costs would be funded by the Capital Reserve fund and the remainder could be funded with taxes, bonding, or leasing. The Committee also briefly discussed the purpose and use of the Fire Small Equipment Capital Reserve.
 - g. Police – the Committee noted that the cruiser replacement plan and funding were working well. They also briefly discussed the vest replacement under the Small Equipment Fund in 2009 and 2010.
 - h. Public Works – the Committee discussed the purchases planned for 2008 including a dump truck and a trash truck. G. Fleury again reviewed some of the options under consideration by the Solid Waste Committee which would affect the type of equipment purchased and it's longevity. G. Ruggles noted that the brush chipper did not need to be replaced in 2008 and the Committee moved it to 2011.
 - i. Roads/Sidewalks/Bridges – the Committee discussed various road projects planned for 2007. They also discussed funding philosophies and the roles of the Roads Committee, CIP Committee, Board of Selectmen, and Budget Committee in the process. F. Kline updated the Committee on sidewalk projects for 2007 and the limitations of reconstructing some of them given the new size standards in the limited right of way. They also briefly discussed the status of the North Pembroke Road Bridge noting that current plans were to replace the existing decking for a cost to Pembroke of about \$18,000.
 - j. Recreation – the Committee discussed projects planned for Memorial Field, including the feasibility and cost of the irrigation project. It was noted that no projects were recommended for 2007 until the Recreation Master Plan was completed.
 - k. Sewer – the Committee briefly discussed the status of the sewer plant expansion in Allenstown and how it will be funded.
3. **Meeting Schedule** – after reviewing the availability of departments, the Committee set the following meeting schedule:
- a. July 9th – Fire Department, Solid Waste Committee & Public Works (facilities).
 - b. July 23rd – Police Department, Administration, Library.
 - c. July 30th – Water and Sewer.
 - d. August 6th – Public Works (equipment), Roads Committee.
 - e. August 13th – School Board.
 - f. August 20th – Recreation.

IV. **Adjournment** – with no further business to discuss the committee voted to adjourn at 10:05pm.

Respectfully Submitted,
Geoff Ruggles, Finance Director