

**Pembroke CIP Committee
Meeting Minutes
August 5, 2009, 6:30PM**

1. **Call to Order** – G. Fleury called the meeting to order at 6:25 PM.
2. **Attendance - Members:** Tina Courtemanche, Selectmen Rep.; Gerry Fleury CIP Vice Chair, Budget Committee Rep; Brian Seaworth, Planning Board Rep.; Bill Hamilton; Bryan Christiansen; Rosemarie Michaud; Dianne Schuett
Others: David Jodoin, Town Administrator; Chief Scott Lane; Lieutenant Gilman; Chief Harold Paulsen and John Theuner
Excused: Fred Kline, CIP Chair, School Board Rep.; David Sheldon, Alt. Selectmen Rep.

3. **Approval of Minutes 7/29/2009**

A motion to approve the minutes of 7/29/2009 as amended was made by D. Schuett, seconded by B. Christianson and passed by unanimous vote.

4. **Police Department Capital Needs for 2010**

Cruiser Replacement

Chief Lane reminded the committee that the department was to replace two cruisers in 2009 but replaced only one with the understanding that two would be purchased in 2010. He indicated that again, only one vehicle is being requested to replace the 2002 Ford Explorer (estimated 62,000 miles in 4/2010); a passenger vehicle that did not come equipped with a police package and is in need of several repairs. The approximate price for a new vehicle including all equipment, equipment transfer and new mobile radio is \$35,299. This cost is based on the bids received for a new Ford Explorer XLT 4x4. Chief Lane indicated that he is now incorporating the price of new mobile radios in the purchase price of new vehicles until all radios have been replaced.

Some items discussed were the make/model of the vehicle to be purchased, bids from vendors (including MHQ, Grappone, Irwin's), repairs needed for the existing vehicle (approximately \$2,000) and who would do the repairs. Chief Lane suggested that the existing vehicle could be transferred to the Building Inspector. There was some concern regarding transferring the vehicle in its current condition. Chief Lane indicated that although the vehicle can no longer be used in a police capacity, once the repairs are done, it could last 3-4 more years.

Chief Lane requested that the committee recommend the purchase of a new 4x4 police vehicle for March/April 2010 for a total cost of \$35,299.

Dispatch Services

Chief Lane gave a brief overview of the history of dispatch services being received from Bow Communications over the last few years and the substantial increase in fees. He indicated that he has researched other options and the Merrimack County Sheriff's office has offered to provide similar services starting in 2010 for significantly lower fees.

Cruiser Laptop Upgrade

Chief Lane stated that this item was presented in 2009 but not funded. He feels it is necessary this year as two of the laptops are over 10 years old and do not have enough memory to support the new software. One will be replaced this year and one in 2011. State Highway Safety Agency Funding will cover 50% of the cost, up to \$2,500 per year, for the replacement of one cruiser laptop each year. Additionally, in 2009 the police department intends to purchase and install Information Management Systems Mobile Data Terminal software in four patrol vehicles. This software will allow officers to access the department's data records management system and will link to the NH State Police S.P.O.T.S. system.

The total project cost is \$27,910 with a perpetual annual cost of \$5,460. Chief Lane indicated that a total of \$8,500 of the start up cost is reimbursable through NH Highway Safety Funding.

Some items discussed were whether the computer equipment is leased or owned, funding, voice activation/touch screens, and possible annual fee increases. Chief Lane does not anticipate any large increases in the annual fees as they have been reasonable in the past.

Digital Video Recorder Replacement

The Police Department portion of the Safety Center is protected by a 16 camera surveillance system which is at maximum capacity. The digital recorder recently failed and the equipment is outdated and can no longer be repaired. There are no available grant sources for replacement of this equipment. Chief Lane indicated that although cameras do not need to be added at this time, it would be an appropriate time to upgrade the system to support 32 cameras which will provide protection to the Fire Department and Emergency Operations Center in the future. Federal Grant money may be available for this purpose and Chief Lane with research.

There was some discussion regarding Blu-ray technology. Chief Lane will research further.

The cost to replace the digital video recorder is \$4,500. This expense will be charged to the Safety Center.

B. Hamilton asked Chief Lane to prioritize his capital needs. Chief Lane's response: Laptop Upgrade, Cruiser, Video Surveillance System

There was a short recess while the committee went outside to look at the 4x4 Ford Explorer that needs to be replaced.

5. Fire Department Capital Needs for 2010

Fire Chief Harold Paulsen was present and gave a brief summary of the department's vehicles and major CIP expenditures through 2025.

The “Quint” is scheduled to be purchased in 2013 for a total of \$1,139,081 and will replace two units 62E2 and 62T1. The department anticipates recycling the aerial portion of the 62T1 to a new vehicle that includes the pumping capacity of 62E2 but with a smaller water tank size. This will result in an approximate reduction of \$468,346 in anticipated expenditures. The department will continue to keep 62E2 in service as long as possible. It will be disposed of when 62E3 is replaced or when maintenance costs become too high. The 2010 appropriation to fund is \$125,000.

Historical note from Board of Selectmen meeting minutes regarding the sale of a surplus fire truck - *Minutes of 6/20/2007 state that a fire truck was being advertised for \$17,500 and since there was only one low offer of \$7,000, a motion was made to drop the price to \$14,000. The fire truck was finally sold and a motion made on 8/15/2007 to finalize the sale in the amount of \$12,000 with 10% commission being paid to the internet company that advertised it. Net sale was \$10,800. The buyer in Grandview, Wisconsin was to pay shipment costs.*

Chief Paulsen also reviewed the small equipment expenditures through 2015. These funds are used for the purchase of large ticket items such as replacing SCBA’s (Self Contained Breathing Apparatus) and for catastrophic events where funding is needed immediately such as protective clothing if it becomes contaminated. The SCBA’s are scheduled for replacement in 2013 at a cost of \$223,094. SCBA’s become obsolete 15 years after date of manufacturer and the department must have one SCBA for each riding position as well as one spare tank. Replacement parts are included with operating expenses. The 2010 addition to the small equipment fund is \$15,000.

There was some discussion regarding future replacement of the inflatable boat.

The committee went to the garage to view the trucks that will be replaced.

6. Adjournment – G. Fleury adjourned the meeting at 8:10

7. Meeting Schedule - All meetings will begin at 6:30 PM.

August 12th - DPW, Solid Waste, Roads (DPW Facility)
August 19th - Library (Library), Cemetery (Town Hall), Recreation (TBD)
August 26th - School Board (TBD)
September 2nd - Water, Sewer (Town Hall)
September 9th – CIP Public Hearing
September 16th – CIP Final Approval
October 5th – CIP Presentation to Selectmen