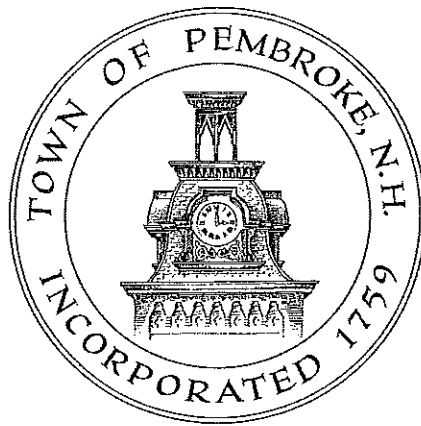


AGENDA
BOARD OF SELECTMEN
September 17, 2018 AT 6:30 PM
TOWN HALL, PAULSEN MEETING ROOM

- I. CALL TO ORDER
- II. CITIZEN COMMENT
- III. SCHEDULED MEETINGS:
 - a. Mike Vignale – Storm water permit
 - b. Gerry Fleury – Presentation of 2019 Capital Improvement requests
- IV. OLD BUSINESS:
 - a. Street Light conversion update
- V. NEW BUSINESS:
 - a. Manifest/Abatements
 - b. Minutes 9/4/18; Non Public 9/4/18
- VI. TOWN ADMINISTRATOR REPORT
- VII. COMMITTEE REPORTS
- VIII. OTHER/CITIZEN COMMENT
- IX. NON PUBLIC SESSION
- X. ADJOURN

TOWN OF PEMBROKE, NEW HAMPSHIRE
CAPITAL IMPROVEMENT PROGRAM

2019 - 2024



Pembroke Capital Improvement Program Committee

Adopted

9/5/18

CIP COMMITTEE MEMBERS:

Gerry Fleury, Chair, Budget Committee Representative
Rosemarie Michaud, Vice Chair, Resident
Ann Bond, Selectmen Representative
Justine Courtemanche, Alternate Selectmen Representative
Bryan Christiansen, Citizen Representative
Kevin Foss, Citizen Representative
Gene Gauss, School Board Representative
Larry Young, Planning Board Representative

**THE TOWN OF PEMBROKE
CAPITAL IMPROVEMENT PROGRAM**

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THE TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM

SCHEDULE AND RECOMMENDATIONS YEARS 2019-2024

Background and Process

The Capital Improvement Program has been a fundamental component of long range planning in the Town of Pembroke since the mid 1980's. In 2003, the Town voted to create an independent CIP Committee, in accordance with RSA 674:5-8, to annually prepare the CIP.

The process begins with the Town Departments and School District identifying their capital needs over a 6-year horizon period. Capital needs are defined as any project that requires the expenditure of \$10,000 or more for the purchase, renovation, construction or replacement of the physical assets of the Town. The CIP Committee meets with all Town Departments and School Board Representatives and evaluates and prioritizes the project proposals. The Committee may alter requests by increasing, decreasing, or eliminating projects. The Committee then reviews three methods of funding projects. Those methods are:

1. Appropriation – this method raises the entire cost of the project in one budget year. Funding by this method can cause significant swings in the tax rate.
2. Capital Reserve Fund – this method creates a fund for a specific purpose, similar to a savings account, into which monies are set aside in relatively even amounts over a period of budget years consistent with funding approved project(s). This method minimizes the swings in the tax rate from year to year.
3. Borrowing – This method involves borrowing the monies to fund a project by either issuing bonds or entering into a lease/purchasing agreement, similar to a mortgage or car loan. This method is more costly as there are interest costs and fees associated with it but may be appropriate for large projects.

After a public hearing, the Committee considers input from the hearing and then adopts the CIP document and presents it to the Selectmen and Budget Committee for consideration in preparing the annual Town and School budgets.

The 2019-2024 CIP

Attached is the 2019-2024 Capital Improvements Program. Please note that for purposes of the annual budget, the CIP Committee has voted a priority ranking only for the projects proposed for the year 2019. The Committee annually reviews the schedule and makes a recommendation when a project will be implemented in the next yearly budget.

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
MUNICIPAL FACILITIES									
Municipal Facilities Capital Reserve									
Beginning Year Balance			332,364	318,469	191,321	141,321	191,321	241,321	231,321
Annual Appropriation	19	Taxes	10,000	50,000	50,000	50,000	50,000	50,000	50,000
Public Works Facility									
Fuel tanks		Capital Res.							
Foundation Repairs		Capital Res.							
Lighting Retrofit		Capital Res.							
Heating system		Capital Res.							
Perry Eaton Building									
Roof replacement		Capital Res.							
Chimney		Capital Res.							
Lighting Retrofit		Capital Res.							
Exterior Work		Capital Res.							
Gas Line		Capital Res.							
Plumbing		Capital Res.							
Drainage Work		Capital Res.							
Boiler Work		Capital Res.							
Paving		Capital Res.							
Rear retaining Wall	19	Capital Res.		(120,000)					
Town Hall									
Flooring		Capital Res.							
Windows/Siding		Capital Res.							
Front Door		Capital Res.							
Cellar Drainage		Capital Res.							
Lighting Retrofit		Capital Res.							
Roof replacement		Capital Res.							
Elevator		Capital Res.							
Meeting Room and Rear Doors		Capital Res.	(3,895)						
Air conditioning	19	Capital Res.		(22,148)					
Entry Way Work ADA accessible		Capital Res.	(20,000)						
Convert Old tax Office		Capital Res.							
Safety Center									
HVAC System (Fire Side)		Capital Res.			(100,000)				
Roof replacement		Capital Res.							
Digital Video surv. camera upg.		Capital Res.							
Lighting Retrofit		Capital Res.							
Dorm Room Upgrade/Fire		Capital Res.							
Parking Lot renovations		Capital Res.							
Library									
HVAC System		Capital Res.						(60,000)	
Roof Shingles		Capital Res.							
Town Clock		Capital Res.		(35,000)					
Interest Earned									
CRF Funds Used			(23,895)	(142,148)	(100,000)	-	-	-	-
NetCRF Funds Added			318,469	191,321	141,321	(50,000)	(50,000)	231,321	(50,000)
Ending Year Balance			318,469	191,321	141,321	191,321	241,321	231,321	281,321

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
ENERGY FUND									
<i>Energy efficiency Capital Reserve Fund</i>									
<i>Beginning Year Balance</i>			12,532	12,532	42,532	72,532	102,532	132,532	162,532
<i>Annual Appropriation</i>	20			30,000	30,000	30,000	30,000	30,000	30,000
Village lighting retrofit		Capital Res.							
Street light conversion		Capital Res.							
Solar initiatives		Capital Res.							(150,000)
<i>Interest Earned</i>									
<i>CRF Funds Used</i>									(150,000)
<i>NetCRF Funds Added</i>			12,532	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)	42,532
<i>Ending Year Balance</i>			12,532	42,532	72,532	102,532	132,532	162,532	42,532
PROPERTY REVALUATION/UPDATE									
<i>Property Reval./Update Capital Reserve</i>									
<i>Beginning Year Balance</i>			99,264	131,764	64,264	96,764	129,264	161,764	194,264
<i>Annual Appropriation</i>	21	Taxes	32,500	32,500	32,500	32,500	32,500	32,500	32,500
<i>Property Reval./Update</i>	21	Capital Res.		(100,000)					(150,000)
<i>Interest Earned</i>									
<i>CRF Funds Used</i>				(100,000)					(150,000)
<i>NetCRF Funds Added</i>			(32,500)	64,264	(32,500)	(32,500)	(32,500)	(32,500)	76,764
<i>Ending Year Balance</i>			131,764	64,264	96,764	129,264	161,764	194,264	76,764
MUNICIPAL TECHNOLOGY/EQUIPMENT									
<i>Municipal Tech./Equip. Capital Reserve</i>									
<i>Beginning Year Balance</i>			0	0	0	0	0		
<i>Annual Appropriation</i>									
<i>Interest Earned</i>									
<i>CRF Funds Used</i>									
<i>NetCRF Funds Added</i>									
<i>Ending Year Balance</i>									
MASTER PLAN									
<i>Beginning Year Balance</i>			14,647	14,647	7,323	(0)	(0)	(0)	(0)
<i>Annual Appropriation</i>		Taxes		(7,324)	(7,323)				
<i>Interest Earned</i>									
<i>CRF Funds Used</i>									
<i>NetCRF Funds Added</i>									
<i>Ending Year Balance</i>									
<i>Funds Used</i>				(7,324)	(7,323)				
<i>Net Funds Added</i>			14,647	7,323	(0)	(0)	(0)	(0)	(0)
<i>Ending Year Balance</i>			14,647	7,323	(0)	(0)	(0)	(0)	(0)

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
CEMETERY									
Cemetery Capital Reserve Fund									
Beginning Year Balance									
Annual Appropriation	22	Taxes	7,859	9,094	6,794	16,794	26,794	36,794	46,794
			10,000	10,000	10,000	10,000	10,000	10,000	10,000
Pembroke Street Cemetery		Capital Res.							
Monument Repairs	22	Capital Res.	(3,500)	(6,100)					
Stump grinding/Wall work	22	Capital Res.	(5,275)	(6,200)					
Tree Removal		Capital Res.							
Buck Street		Capital Res.							
Pembroke Hill Road		Capital Res.							
Evergreen		Capital Res.							
Monument Caulking		Capital Res.							
Tomb Restoration		Capital Res.							
Tree Removal		Capital Res.							
Stump Grinding		Capital Res.							
Surveying		Capital Res.							
Old North Pembroke Cemetery		Capital Res.							
Monument Repairs		Capital Res.							
Tree removal		Capital Res.							
Ground penetrating radar survey		Capital Res.							
Interest Earned									
CRF Funds Used			(8,775)	(12,300)	-	-	-	-	-
NetCRF Funds Added			(1,225)	6,794	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Ending Year Balance			9,094	6,794	16,794	26,794	36,794	46,794	56,794

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
FIRE									
Major Equipment Capital Reserve									
Beginning Year Balance									
Annual Appropriation	23	Taxes	529,672	664,672	56,258	201,258	351,258	506,258	446,738
		Capital Res.	135,000	140,000	145,000	150,000	155,000	160,000	165,000
Fire Engine (Aerial)									
Pumper Tanker	23	Capital Res.		(748,414)				(31,907)	
Off Road Forestry Tanker		Capital Res.							
Pickup Truck		Capital Res.							
Forestry Attack Unit		Capital Res.						(187,613)	
Interest Earned									
CRF Funds Used				(748,414)	-	-	-	(219,520)	-
NetCRF Funds Added			(135,000)	56,258	(145,000)	(150,000)	(155,000)	446,738	(165,000)
Ending Year Balance			664,672	56,258	201,258	351,258	506,258	446,738	611,738
Small Equipment Capital Reserve									
Beginning Year Balance			119,105	59,105	69,105	39,105	49,105	59,105	69,105
Annual Appropriation	23	Taxes	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Expenditures		Capital Res.							
Boat, Motor and Trailer		Capital Res.							
Air packs		Capital Res.							
Mobile radios		Capital Res.	(70,000)		(40,000)				
Compressor		Capital Res.							
Interest Earned									
CRF Funds Used			(70,000)	-	(40,000)	-	-	-	-
NetCRF Funds Added			59,105	(10,000)	39,105	(10,000)	(10,000)	(10,000)	(10,000)
Ending Year Balance			59,105	69,105	39,105	49,105	59,105	69,105	79,105

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
AMBULANCE									
Beginning Year Balance			30,033	136,533	501,533	551,533	586,033	214,106	264,106
User Fees		User fees	120,000	365,000	50,000	50,000	50,000	50,000	50,000
Stat Portable Lab A8		User fees				(15,500)			
Portable Ventilator A8		User fees							
Ambulance 3		User fees	(13,500)				(324,176)		
Life Pak 15 A3		User fees					(37,295)		
Ferno Stretcher A3		User fees					(28,000)		
Ferno Stair Chair A3		User fees					(4,650)		
Lucas device CPR A3		User fees					(20,420)		
Braun Infusion Pumps A3		User fees					(3,693)		
Braun Infusion Pumps A3		User fees					(3,693)		
Interest Earned									
Designated Funds Used			(13,500)	-	-	(15,500)	(421,927)	-	-
Net Designated Funds Added			(136,533)	(501,533)	(551,533)	(601,533)	(214,106)	(264,106)	(314,106)
Ending Year Balance			136,533	501,533	551,533	586,033	214,106	264,106	314,106

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
POLICE									
Police Cruisers Capital Reserve									
<i>Beginning Year Balance</i>									
Annual Appropriation	24	Taxes	64,616	73,757	72,757	27,257	22,257	12,257	37,257
Police Cruiser Replacement			55,000	55,000	55,000	55,000	110,000	85,000	95,000
Police Admin vehicle Replacement	24	Capital Res.		(56,000)	(60,000)	(60,000)	(120,000)	(60,000)	(120,000)
Police Interceptor		Capital Res.			(40,500)				
Police Tahoe Package		Capital Res.	(45,859)						
<i>Interest Earned</i>									
CRF Funds Used			(45,859)	(56,000)	(100,500)	(60,000)	(120,000)	(60,000)	(120,000)
NetCRF Funds Added			(9,141)	72,757	27,257	22,257	12,257	(25,000)	12,257
<i>Ending Year Balance</i>			73,757	72,757	27,257	22,257	12,257	37,257	12,257
Small Equipment Capital Reserve									
<i>Beginning Year Balance</i>			52,882	66,382	76,382	65,382	41,382	51,382	61,382
Annual Appropriation	24	Taxes	13,500	10,000	10,000	10,000	10,000	10,000	10,000
ATVs		Capital Res.			(16,000)				
Radar Units		Capital Res.							
Radios		Capital Res.				(20,000)			
AEDs		Capital Res.							
Firearms		Capital Res.							
Laptop Upgrades		Capital Res.							
Vest replacement		Capital Res.			(5,000)				(10,000)
Tasers		Capital Res.				(14,000)			
Cruiser Camera replacement		Capital Res.							
<i>Interest Earned</i>									
CRF Funds Used			-	-	(21,000)	(34,000)	-	-	(10,000)
NetCRF Funds Added			(13,500)	(10,000)	65,382	41,382	(10,000)	(10,000)	61,382
<i>Ending Year Balance</i>			66,382	76,382	65,382	41,382	51,382	61,382	61,382

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
PUBLIC WORKS									
Highway Division									
Major Equipment Capital Reserve									
Beginning Year Balance									
Annual Appropriation	25	Taxes	166,650	349,202	167,878	162,878	22,878	102,878	135,878
6-wheel Dump Truck #2	25	Capital Res.	200,000	200,000	200,000	225,000	250,000	250,000	250,000
6-wheel Dump Truck #3		Capital Res.		(176,000)					
6-wheel Dump Truck #5		Capital Res.					(170,000)		
6-wheel Dump Truck #6		Capital Res.							
10-wheel Dump Truck #4		Capital Res.							
1-ton Dump Truck		Capital Res.			(90,000)	(310,000)			(170,000)
Automated Split Body		Capital Res.							
Automated Split Body		Capital Res.							
1-ton Dump Truck		Capital Res.						(90,000)	
Backhoe		Capital Res.							
Ford Tractor		Capital Res.							
Packer, Sterling		Capital Res.							
Packer, Peterbilt Re-Furb		Capital Res.							
18 TD Trailer Flatbed		Capital Res.							
4-ton Trailer / 6-ton Trailer		Capital Res.							
Ford Pickup Truck F350		Capital Res.			(85,000)	(55,000)			
Brush Chipper		Capital Res.							
Sidewalk Plow/Equip		Capital Res.	(14,000)						
Mini Excavator		Capital Res.							
Trailer (Excavator)		Capital Res.							
Trackless Machine		Capital Res.						(127,000)	
Front End Loader	25	Capital Res.		(198,300)					
Recycling Trailer		Capital Res.							
Ford F550		Capital Res.							
Boom Flail Mower		Capital Res.			(30,000)				
Box Plow (Loader)		Capital Res.							
Air Compressor	25	Capital Res.		(7,024)					
Interest Earned									
CRF Funds Used			(17,448)	(374,300)	(205,000)	(365,000)	(170,000)	(217,000)	(170,000)
NetCRF Funds Added			(182,552)	167,878	162,878	22,878	(80,000)	(33,000)	(80,000)
Ending Year Balance			349,202	167,878	162,878	22,878	102,878	135,878	215,878

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
Highway Division Continued									
Roads									
Road Reconstruction/Repair	26	Taxes	(323,115)	(77,950)	(285,300)	(292,650)	(600,000)	(600,000)	(600,000)
Broadway Project		Bond/Taxes							
Pembroke Hill		Bond/Taxes	(276,885)	(334,800)	(324,600)	(314,400)	(304,200)	(294,000)	(283,800)
Cooperative Way		Bond/Taxes							
North Pembroke Road Bridge									
Upper Beacon/ East Meadow Etc.		Bond/Taxes		(322,050)	(314,700)	(307,350)			
Nadine Drive Culverts and headers	26			(200,000)					
Sidewalk Maint./Repair Capital Reserve									
Beginning Year Balance			42,246	42,246	42,246	42,246	42,246	42,246	42,246
Annual Appropriation									
Expenditures									
Interest Earned									
CRF Funds Used									
Net CRF Funds Added			42,246	42,246	42,246	42,246	42,246	42,246	42,246
Ending Year Balance			42,246	42,246	42,246	42,246	42,246	42,246	42,246
Sidewalk Maint./Repair		Taxes							
Bridge Repair/Replacement Capital Reserve									
Beginning Year Balance			84,879	84,879	84,879	84,879	84,879	84,879	84,879
Annual Appropriation									
Bridge Repairs									
Interest Earned									
CRF Funds Used									
Net CRF Funds Added			84,879	84,879	84,879	84,879	84,879	84,879	84,879
Ending Year Balance			84,879	84,879	84,879	84,879	84,879	84,879	84,879

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
RECREATION									
Recreation Facilities Capital Reserve									
Beginning Year Balance			65,663		29,763	15,263	89,563	97,363	272,363
Annual Appropriation	27	Taxes			20,000	150,000	175,000	200,000	10,000
Memorial Field Irrigation(Softball Field)		Capital Res.			(8,000)				
Mower		Capital Res.							
Bathroom	27	Capital Res.		(33,800)					
Recreation Room expansion		Capital Res.							
Resurface Tennis Courts		Capital Res.				(7,000)			
Resurface Basketball Court		Capital Res.				(7,000)			
Roofing - Soccer/pavilion		Capital Res.			(6,500)				
Bocce Court		Capital Res.				(2,500)			
Security System		Capital Res.							
Fencing	27	Capital Res.		(17,100)					
Stage Roof		Capital Res.			(20,000)		(150,000)		
Constr. of Baseball/Softball fields		Capital Res.					(10,000)		
Rail Trail		Capital Res.							
Men's Softball back stop		Capital Res.							
Permanent Stage		Capital Res.							
Pavilion Paving		Capital Res.							
Paving		Capital Res.				(52,000)			(50,000)
Splash Pad		Capital Res.							
Playground surfacing		Capital Res.				(7,200)	(7,200)		
Community Center		Capital Res.							
Playground Renovations		Capital Res.							(150,000)
Dugout repairs		Capital Res.							
Boat Launch		Capital Res.							
Skating Rink		Capital Res.						(25,000)	
Interest Earned									
CRF Funds Used				(50,900)	(34,500)	(75,700)	(167,200)	(25,000)	(230,000)
NetCRF Funds Added			65,663	29,763	15,263	(74,300)	(7,800)	(175,000)	52,363
Ending Year Balance			65,663	29,763	15,263	89,563	97,363	272,363	52,363

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
LIBRARY									
Library Books Capital Reserve									
Beginning Year Balance			4,682		4,682	4,682	4,682	4,682	4,682
Annual Appropriation									
Books									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			4,682	4,682	4,682	4,682	4,682	4,682	4,682
Ending Year Balance			4,682	4,682	4,682	4,682	4,682	4,682	4,682
Media									
Beginning Year Balance			6,838	6,838	6,838	6,838	6,838	6,838	6,838
Annual Appropriation									
Library Book/Catalog Software									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			6,838	6,838	6,838	6,838	6,838	6,838	6,838
Ending Year Balance			6,838	6,838	6,838	6,838	6,838	6,838	6,838
Building Fund									
Beginning Year Balance			0	0	0	0	0	0	0
Annual Appropriation									
Repairs									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			0	0	0	0	0	0	0
Ending Year Balance			0	0	0	0	0	0	0

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
SEWER/WATER									
Sewer/Water Lines Capital Reserve									
Beginning Year Balance			65,673	65,673	65,673	65,673	65,673	65,673	65,673
Contributions									
Withdrawals									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			65,673	65,673	65,673	65,673	65,673	65,673	65,673
Ending Year Balance			65,673	65,673	65,673	65,673	65,673	65,673	65,673
WATER									
Water Capital Reserve I	29								
Beginning Year Balance			208,143	208,143	208,143	208,143	208,143	208,143	208,143
Contributions		User Fees	55,000	55,000	55,000	55,000	55,000	55,000	55,000
Withdrawals		User Fees	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Interest Earned									
CRF Funds Used			(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
NetCRF Funds Added			208,143	208,143	208,143	208,143	208,143	208,143	208,143
Ending Year Balance			208,143	208,143	208,143	208,143	208,143	208,143	208,143
Water Capital Reserve II	29								
Beginning Year Balance			213,970	213,970	213,970	213,970	213,970	213,970	213,970
Contributions		User Fees	32,000	32,000	32,000	27,000	27,000	27,000	27,000
Withdrawals		User Fees	(32,000)	(32,000)	(32,000)	(27,000)	(27,000)	(27,000)	(27,000)
Interest Earned									
CRF Funds Used			(32,000)	(32,000)	(32,000)	(27,000)	(27,000)	(27,000)	(27,000)
NetCRF Funds Added			213,970	213,970	213,970	213,970	213,970	213,970	213,970
Ending Year Balance			213,970	213,970	213,970	213,970	213,970	213,970	213,970

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
SEWER	28								
Sewer Capital Impr.									
Beginning Year Balance			233,858	233,858	233,858	233,858	233,858	233,858	233,858
Contributions									
Withdrawals									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			233,858	233,858	233,858	233,858	233,858	233,858	233,858
Ending Year Balance			233,858	233,858	233,858	233,858	233,858	233,858	233,858
Sewer Rep. and Replace.									
Beginning Year Balance			134,479	134,479	134,479	134,479	134,479	134,479	134,479
Contributions									
Withdrawals									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			134,479	134,479	134,479	134,479	134,479	134,479	134,479
Ending Year Balance			134,479	134,479	134,479	134,479	134,479	134,479	134,479
Sewer Plant Reserve									
Beginning Year Balance			31,059	31,059	31,059	31,059	31,059	31,059	31,059
Contributions									
Withdrawals									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			31,059	31,059	31,059	31,059	31,059	31,059	31,059
Ending Year Balance			31,059	31,059	31,059	31,059	31,059	31,059	31,059
Sewer Equip./Bldgs.									
Beginning Year Balance			94,183	134,183	114,183	149,183	189,183	229,183	299,183
Contributions			40,000	50,000	65,000	70,000	70,000	70,000	70,000
Withdrawals									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			31,059	31,059	31,059	31,059	31,059	31,059	31,059
Ending Year Balance			31,059	31,059	31,059	31,059	31,059	31,059	31,059
Sheep Davis Road Station Grinder									
Keith Ave Station Grinder									
Pembroke Street Station Grinder									
Bow Lane Station Grinder									
Sheep Davis Road Station Roof									
Keith Ave Station Roof									
Pembroke Street Station Roof									
2006 Pick Up 2500									
2005 Crown Vic									
2000 Utility Trailer									
Interest Earned									
CRF Funds Used									
NetCRF Funds Added			114,183	114,183	114,183	114,183	114,183	114,183	114,183
Ending Year Balance			134,183	114,183	114,183	114,183	114,183	114,183	114,183
Engin. Bow Lane Pump Station									
Bow Lane Pump Station Bond									

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
SCHOOL DISTRICT									
Merging of the two buildings Vill/Hill	30			(170,000)					
Roof Repair/Replacement									
District wide electrical upgrades									
Fire panels/strobes/horns/speakers					(50,000)				
Pembroke Academy stage ramp					(25,000)				
Woodshop dust collection system									
PA/Three Rivers Exhaust fume hoods			(35,000)		(26,000)				
TRS Repair masonry outside boiler room					(5,000)				
Feasibility study Hill/Village School									
Hill School kitchen grease exhaust fan					(40,000)				
Village School renovate stair enclosure									
Village school renovate bathrooms									
PA eave painting						(20,000)			
PA Weight Room air system						(16,000)			
PA Gym Roof						(75,000)			
Renovate corridor ramp west entr. and caf						(30,000)			
Village refurbish retaining wall									
Village roof replacement							(9,500)		
Academy repair asphalt sidewalks							(23,500)		
PA replace drain lines							(15,000)		
PA Replace kitchen dishwasher							(30,000)		
PA replace hot water heater/tank/boiler room							(8,000)		
PA replace water heater/Sprinkler room							(20,000)		
TRS replace sanitary fixtures/Gym bathrooms							(15,000)		
TRS replace hot water heater/boiler room							(30,000)		
Hill replace sanitary fixtures/bathroom							(3,000)		
Hill extend ventilation system/office							(15,000)		
Hill replace dishwasher/kitchen							(15,000)		
Hill replace water heater/boiler room							(15,000)		
Hill Renovation		Bond					(10,000,000)		
TRS paving									
Technology Upgrades - Fiber optics									
Track Resurfacing									
Redundant servers									
Network Access Control									
SANS Storage area Network									
Pembroke Academy SAU Entrance					(105,000)				
Paving @ Hill School/Village									
Paving @ Pembroke Academy									(438,000)
Village Doors									

TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
SCHEDULE FOR YEARS 2019 - 2024
AS PROPOSED BY TOWN DEPARTMENTS

CAPITAL PROJECT	Page #	FUNDING SOURCE	2018	2019	2020	2021	2022	2023	2024
School District Continued									
Hill School Bathrooms									
New Athletic Field									
PATRS Sprinkler Heads					(45,000)				
Bleachers/Backstops/Academy									
Three Rivers Lockers									
Three Rivers Bleachers									
TOTALS									
TOTAL ANTICIPATED EXPENDITURES ¹			\$ (901,477)	\$ (2,853,186)	\$ (1,815,923)	\$ (1,687,600)	\$ (2,049,327)	\$ (11,497,520)	\$ (2,233,800)
EXPENDITURES OFFSET BY EXISTING CRF ACCOUNTS ²			\$ (184,202)	\$ (1,481,762)	\$ (414,618)	\$ (474,818)	\$ (889,127)	\$ (531,520)	\$ (758,618)
CRF DEPOSITS FOR FUTURE USE ³			\$ 900,086	\$ 1,146,452	\$ 641,941	\$ 82,952	\$ 367,619	\$ 1,013,221	\$ 540,960
EXPENDITURES OFFSET BY BONDING ⁴			\$ (276,885)	\$ (656,850)	\$ (639,300)	\$ (621,750)	\$ (304,200)	\$ (10,000,000)	\$ (283,800)
EXPENDITURES OFFSET BY OTHER FUNDING ⁴			\$ 127,000	\$ 137,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000	\$ 152,000
TOTAL CAPITAL EXPENDITURES RAISED BY TAXES⁵			\$ (335,478)	\$ (3,708,346)	\$ (2,075,900)	\$ (2,549,217)	\$ (2,723,035)	\$ (20,863,819)	\$ (2,583,259)
DEBT SERVICE ⁶			\$ (276,885)	\$ (656,850)	\$ (639,300)	\$ (621,750)	\$ (304,200)	\$ 294,000	\$ 283,800
TOTAL FUNDS RAISED BY TAXES⁷			\$ (612,363)	\$ (4,365,196)	\$ (2,715,200)	\$ (3,170,967)	\$ (3,027,235)	\$ (20,569,819)	\$ (2,299,459)

*Mandated by the State

¹This is the total expenditures regardless of the funding source

²These are the funds in the CRF at the beginning of the year that will be used to pay for the expenditures for that year. If the balance is insufficient to cover the costs, the entire balance is used, even if additional fund are being appropriated that year.

³These are funds being appropriated that will not be used for expenditures that year. If the beginning balance is insufficient to cover any expenditures for that year, the shortfall is subtracted from the appropriation to give the balance to be carried into future years.

⁴These are alternate funding sources that reduce the amount to be raised by taxes.

⁵This is the amount of current year expenditures plus appropriation raised for future spending that are to be funded through taxes.

⁶These are the payments for prior year expenditures that were funded through bonding.

⁷These are the total funds for past, present, and future capital expenditures that needs to be raised through taxes.

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
2019 CAPITAL PROJECTS
RECOMMENDED BY THE CIP COMMITTEE**

CAPITAL PROJECT	Page #	FUNDING SOURCE	Requested 2018	CIP Committee Vote		
				High	Medium	Low
MUNICIPAL FACILITIES						
Municipal Facilities CRF Request	19	Taxes	50,000		5	1
Town Hall						
Air Conditioning	19	Capital Res.	(22,148)	4	2	
Union Street						
Retaining Wall	19	Capital Res.	(120,000)	4	2	
Town Clock	19	Capital Res.	(35,000)		2	4
MUNICIPAL CRF ACCOUNT BALANCE		318,469	191,321			
ENERGY FUND						
Energy efficiency CRF Request	20	Taxes	30,000	4	1	1
Energy Fund CRF ACCOUNT BALANCE		12,532	42,532			
PROPERTY REVALUATION/UPDATE						
Property Reval./Update CRF Request	21	Taxes	32,500	1	5	
Property Revaluation	21		(100,000)		6	
Property Reval. CRF ACCOUNT BALANCE		131,764	64,264			
CEMETERY						
Cemetery Capital Reserve Fund Request	22	Taxes	10,000		6	
Monument repairs	22	Capital Res.	(6,100)	1	5	
Wall Work	22	Capital Res.	(6,200)	2	4	
Cemetery CRF ACCOUNT BALANCE		9,094	6,794			
FIRE						
Major Equipment CRF Request	23	Taxes	140,000	5	1	
Pumper Tanker	23		(748,414)	4	2	
Major Equipment CRF BALANCE		664,672	804,672			
Small Equipment CRF Request	23	Taxes	10,000	4	2	
Small Equipment CRF BALANCE		59,105	69,105			

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
2019 CAPITAL PROJECTS
RECOMMENDED BY THE CIP COMMITTEE**

CAPITAL PROJECT	Page #	FUNDING SOURCE	Requested 2018	CIP Committee Vote		
				High	Medium	Low
POLICE						
Police Cruisers CRF Request	24	Taxes	55,000	3	3	
Cruiser Replacement	24	Capital Res.	(56,000)	2	4	
<i>Police Cruisers CRF BALANCE</i>		73,757	72,757			
Small Equipment CRF Request	24	Taxes	10,000	4	2	
		Capital Res.	-			
<i>Small Equipment CRF BALANCE</i>		66,382	76,382			
PUBLIC WORKS						
Highway Division						
Major Equipment CRF Request	25	Taxes	200,000	3	3	
6 Wheel dump Truck #2	25	Capital Res.	(176,000)	1	5	
Front End Loader	25	Capital Res.	(198,300)	2	4	
Compressor	25	Capital Res.	(7,024)	5	1	
<i>Major Equipment CRF BALANCE</i>		349,202	167,878			
Roads						
Road reconstruction/repair	26	Taxes	(77,950)	5	1	
Culvert	26	Taxes	(200,000)	No Opinion		
RECREATION						
Recreation Facilities CRF Request	27	Taxes	15,000	2	4	
Bathrooms	27	Capital Res.	(33,800)	1	1	4
Fencing	27	Capital Res.	(17,100)		3	3
<i>Rec Facilities CRF BALANCE</i>		65,663	29,763			

**TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM
2019 CAPITAL PROJECTS
RECOMMENDED BY THE CIP COMMITTEE**

CAPITAL PROJECT	Page #	FUNDING SOURCE	Requested 2018	CIP Committee Vote		
				High	Medium	Low
WATER						
Water CRF I	29		55,000	No Opinion		
Infrastructure		<i>User fees</i>	(55,000)			
Water CRF I Balance		208,143	208,143			
Water CRF II			32,000			
Vehicles/Equipment		<i>User fees</i>	(32,000)			
Water CRF II Balance		213,970	213,970			
SCHOOL DISTRICT						
Merging of the two buildings	30		(170,000)	3	3	

MUNICIPAL FACILITIES

I. MUNICIPAL FACILITIES CAPITAL RESERVE FUND DEPOSITS

Project Description: The purpose of this fund is to provide a funding mechanism for future repairs, renovations or replacement for all municipal facilities, including the Library and the Perry Eaton Building.

Amount Requested: \$50,000 in 2019 from taxation.

Committee Vote: Medium Priority – 5; Low -1

A. AIR CONDITIONING TOWN HALL

Project Description: Install new energy efficient air conditioner throughout Town Hall and also install a wall unit in the meeting room on the first floor.

Amount Requested: \$22,148 in 2019 from Capital Reserve.

Committee Vote: High Priority – 4; Medium - 2

B. 4 UNION STREET RETAINING WALL

Project Description: Replace in its entirety the rear wall that is failing. This project has been reviewed by the Town Engineer and other contractors. The wall is saturated with salt and is cracking.

Amount Requested: \$120,000 in 2019 from Capital Reserve.

Committee Vote: High Priority – 4; Medium –2

C. TOWN CLOCK

Project Description: The Town has a 99 year lease on the clock and is required to make the necessary repairs. The Clock has been reviewed by the same restoration company that has repaired it over the years. The south side face needs restoration, some of the carrying beams need replacing. In addition venting will be installed to help remove some of the heat that is causing moisture and rot.

Amount Requested: \$35,000 in 2019 from Capital Reserve.

Committee Vote: Medium Priority –2; Low - 4

ENERGY EFFICIENCY FUND

II. ENERGY EFFICIENCY CAPITAL RESERVE FUND DEPOSITS

Project Description:	Town meeting in March of 2007 voted to create an Energy Advisory Committee. The general purpose of the Energy Advisory Committee shall be to develop goals and objectives to improve energy efficiency of municipal buildings, facilities, equipment and vehicles to make them as energy efficient as possible and create a safer environment for the future.
Amount Requested:	\$30,000 in 2019 from taxation.
Committee Vote:	High Priority – 4; Medium– 1; Low - 1

PROPERTY REVALUATION / UPDATE

III. PROPERTY REVALUATION / UPDATE CAPITAL RESERVE FUND DEPOSITS

Project Description: Every five years, the State of New Hampshire mandates that towns perform property updates or revaluations in order to be certified that all properties are fully and equitably assessed.

Amount Requested: \$32,500 in 2019 from taxation.

Committee Vote: High Priority – 1; Medium - 5

A. REVALUATION UPDATE

Project Description: This is year number 5 and a Revaluation is required by the State of NH DRA.

Amount Requested: \$100,000 in 2019 from Capital Reserve.

Committee Vote: Medium Priority - 6

CEMETERY COMMISSION

IV. CEMETERY CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is set up for maintenance and repair issues for all Town Cemeteries.

Amount Requested: \$10,000 in 2019 from taxation.

Committee Vote: Medium Priority - 6

A. PEMBROKE STREET CEMETERY

Project Description: Repair Monuments.

Amount Requested: \$6,100 in 2019 from Capital Reserve.

Committee Vote: High Priority – 1; Medium - 5

B. PEMBROKE STREET CEMETERY

Project Description: Wall Work

Amount Requested: \$6,200 in 2019 from Capital Reserve.

Committee Vote: High Priority – 2; Medium – 4

PEMBROKE FIRE DEPARTMENT

V. MAJOR FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used to replace major fire apparatus. An annual deposit will allow anticipated purchases to be made with a consistent effect on the tax rate.

Amount Requested: \$140,000 in 2019 from taxation.

Committee Vote: High Priority – 5; Medium - 1

A. PUMPER/TANKER

Project Description: Replacement of Engine 3 (1998)

Amount Requested: \$748,414 in 2019 from Capital Reserve.

Committee Vote: High Priority – 4; Medium - 2

VI. SMALL FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used for the purchase of items such as replacing breathing apparatus and radios.

Amount Requested: \$10,000 in 2019 from taxation.

Committee Vote: High Priority – 4; Medium - 2

PEMBROKE POLICE DEPARTMENT

VII. POLICE CRUISER REPLACEMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund was established to stabilize the funding of cruisers for the Police Department. The Police Department has developed a detailed replacement schedule for police cruisers. The schedule calls for two cruisers to be replaced every other year and one to be replaced in the off years.

Amount Requested: \$55,000 in 2019 from taxation.

Committee Vote: High Priority – 3; Medium – 3

A. CRUISER

Project Description: New Cruiser Replacement

Amount Requested: \$56,000 in 2019 from Capital Reserve.

Committee Vote: High Priority – 2; Medium – 4

VIII. SMALL EQUIPMENT REPLACEMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used to purchase items such as ballistic body armor vests for officers, weapons, and communication items.

Amount Requested: \$10,000 in 2019 from taxation.

Committee Vote: High Priority – 4; Medium - 2

PUBLIC WORKS DEPARTMENT - EQUIPMENT

IX. TOWN EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: The Town has set aside annual deposits to the fund. This fund is used to purchase the major highway equipment scheduled for replacement. Annual funding will allow anticipated purchases to be made with a consistent effect on the tax rate.

Amount Requested: \$200,000 in 2019 from taxation.

Committee Vote: High Priority – 3; Medium -3

A. 6 WHEEL DUMP AND ACCESSORIES

Project Description: 6 Wheel Dump Truck to replace the 2006

Amount Requested: \$176,000 in 2019 from Capital Reserve.

Committee Vote: High Priority – 1; Medium -5

B. FRONT END LOADER

Project Description: This machine is used at the transfer station as well as snow removal.

Amount Requested: \$198,300 in 2019 from Capital Reserve.

Committee Vote: High Priority – 2; Medium – 4

C. COMPRESSOR

Project Description: This piece of machinery is used extensively by the mechanic and the current system is not generating enough power due to its age.

Amount Requested: \$7,024 in 2019 from Capital Reserve.

Committee Vote: High Priority – 5; Medium – 1

PUBLIC WORKS DEPARTMENT - ROADS

X. ROAD RECONSTRUCTION / REPAIR

Project Description: To efficiently address the town's roadways, the Public Works Department in conjunction with the Roads Committee and the Board of Selectman will adopt a road repair and reconstruction program on an annual basis. The funding for 2019 will be adjusted to cover the cost of the Upper Beacon Hill bond.

Amount Requested: \$77,950 in 2019 from taxation.

Committee Vote: High Priority – 5; Medium - 1

A. CULVERT

Project Description: There are several culverts in Town that are failing and in need of repair. The descriptions and comments at the meeting by the DPW Director and the Roads Committee conflicted.

Amount Requested: \$200,000 from taxation

Committee Vote: The committee felt that they did not have enough clear information to vote on this item.

PEMBROKE RECREATION COMMITTEE

XI. RECREATION FACILITIES CAPITAL RESERVE FUND DEPOSIT

Project Description: This fund is used for the construction and major maintenance and repair of various recreational facilities as proposed by the Recreation Committee.

Amount Requested: \$15,000 in 2019 from taxation.

Committee Vote: High Priority – 2; Medium – 4

A. FENCING

Project Description: Fencing would include installing a fence around the basketball courts and re-installing the fabric on the softball field.

Amount Requested: \$17,100 in 2019 from Capital Reserve.

Committee Vote: Medium Priority – 3; Low - 3

B. BATHROOM

Project Description: Renovations of bathrooms to include a handicapped accessible toilet

Amount Requested: \$33,800 in 2019 from Capital Reserve.

Committee Vote: High Priority – 1; Medium –1; Low - 4

TOWN OF PEMBROKE - SEWER

XII. CAPITAL RESERVE FUND – SEWER

- Project Description:** There are currently four capital reserve funds. Money allocated to these funds comes primarily from user and permit fees.
- Amount Requested:** User fees deposited to the Capital Reserve Funds and then withdrawn for the proposed expenditures.
- Committee Vote:** N/A. The committee did not place a vote on this item as the costs are raised through user fees.

TOWN OF PEMBROKE - WATER

XIV. CAPITAL RESERVE FUNDS DEPOSIT - WATER

- Project Description:** There are currently two capital reserve funds for the expansion, maintenance, and repair of water infrastructure and equipment. Money allocated to these funds comes from user fees. The current spreadsheet shows the projected expenses that the Water Department will make which will be offset by user fees.
- Amount Requested:** User fees deposited to Capital Reserve Funds and then withdrawn for the proposed expenditures.
- Committee Vote:** N/A. The Committee did not place a vote on this item as the costs are raised through user fees.

SCHOOL DISTRICT

XV. MERGING OF TWO BUILDINGS

Project Description: Costs associated with moving Village School to Hill School.

Amount Requested: \$170,000 in 2019/20 from taxation.

Committee Vote: High Priority – 3; Medium – 3

**BOARD OF SELECTMEN
TOWN OF PEMBROKE, NH
September 4, 2018 at 6:30 PM**

DRAFT

Present: Chairperson Tina Courtemanche, Selectman Ann Bond, Selectman Vincent Greco,
Selectman Sandy Goulet

Staff: Town Administrator David Jodoin

Excused: Michael Crockwell

I. Call to Order:

Chairman Tina Courtemanche called the meeting to order at 6:30pm.

II. Citizen Comment:

None

III. Scheduled Meetings:

- A. Pembroke Pines Discretionary Easement – Attorney Charlie Cleary and Bob McCormack were in to talk with the Board about the discretionary easement on Pembroke Pines. Monica Hurley, Assessor from the Town was also present.

D. Jodoin explained that everyone here on the Board is new to this. The last time the agreement came up, Tina was newly elected and everyone else is completely new. The last time the discussion took place the agreement was for 20 years. I was also new but I remember there was a lot of discussion as to why the Town should have this agreement and what benefits did the Town receive. After much discussion, the Board agreed to sign the document but were opposed to anything longer than 10 years.

Monica went over here letter to the Board and explained that it is due to expire in February of 2019. Monica went over the current tax structure and what the value would be without the easement.

Attorney Cleary went over the State Statutes.

Mr. McCormack went over the benefits to the Town.

Selectmen Goulet stated that coming into the meeting she was apprehensive as to what benefit the Town actually got from the course. After listening to the discussion, it made it clearer that there are benefits for the students in Town.

Selectmen Bond stated that she has a lot of concerns. Moving the clubhouse will cause increased cart traffic. Mr. McCormack commented that no matter where the clubhouse was there would be cart traffic. If the clubhouse is moved the course would be restructured with the layout so there would be no more additional carts. The tax situation was also discussed.

D. Jodoin suggested that Attorney Cleary draft the new discretionary easement so that the Board can review and ask their legal to review before anything is approved. The Board was in agreement.

B. Public Hearing in accordance with RSA 31:95-b III (a) – FEMA Money

Chairman Courtemanche asked the Board if they had any questions, There being none she opened the public hearing at 7:09 PM and asked for public, there was none. The Public hearing was closed at 7:10 PM.

Motion by Selectmen Goulet to approve the acceptance of the \$22,502.90 from FEMA for the disaster on October 29, 2017 and declared on January 2, 2018, seconded by Selectmen Greco. Motion passed 4-0.

IV. Old Business:

None

V. New Business:

State MS-1 Form – D. Jodoin explained that this is the Town form that is used by the State to set the tax rate each year and needs Board approval. Selectmen Goulet made a motion to approve the 2018 State MS-1 form, seconded by Selectmen Bond. Motion passed 4-0.

Manifest/Abatements:

Action: Selectman Greco moved to approve the manifest and abatements as presented. Motion seconded by Selectman Goulet. Motion passed 4-0

Minutes

Action: Selectman Greco moved to approve the minutes of 8/20/18 as presented, Selectman Goulet seconded the motion. Motion passed 4-0.

VI. Town Administrators Report:

1. The contract for utility assessing came in after the packets went out and this needs to be voted on. Selectmen Greco moved to allow the Town Administrator to sign the agreement with George Sansoucy for the 2019 Utility revaluation, seconded by Selectmen Goulet. Motion passed 4-0.
2. There was a discussion on the Clock repairs that will be going before the CIP Committee along with the wall at 4 Union Street. The Town is looking for additional comments and quotes on the wall but right now both the engineer and Brendan from Jade Landscaping are stating that it needs a complete rebuild.
3. The North Pembroke Road bridge project has been reviewed by the State and the engineer working with Concord needs to make some updates and re-submit. They are in the process of doing that.
4. D. Jodoin stated that they are looking for ballot clerks for the election on the 11th. The hours are 7AM to 7PM.
5. Mike Vignale will be in on the 17th to discuss the storm water permit process.

VII. Committee Reports:

Selectman Bond – Planning heard a presentation from Abrasive tools on 106 who will be expanding their building and Clean Energy was also before the Board.

.Selectman Greco-Roads is tonight. tion, leagues, Yoga and concert attendance was discussed.

Selectman Goulet - Nothing

Selectman Courtemanche- Sat in on the School CIP. They are requesting \$170,000 to relocate and merge the two schools (Village and Hill). No decision has been made as to what will be done with the Village School.

VIII. General Citizen Comment/Other:

Kevin Smith Bow Lane – Kevin approached the Board with some concerns as to how processes are handled at the rec Department. Mr. Smith purchased a bench to be installed at Memorial Field in memory of Russ Saucier. Mr. Smith was required to put together and install the bench and he felt that was troubling because he is not a carpenter or mechanic and was concerned that it was not put together correctly causing a safety issue. Rose had told Mr. Smith that Public Works would not do it because they were too busy so he and his daughter put it together.

The Board talked about the best way to handle this and requested that Selectmen Greco discuss this with the recreation Commission.

IX. Non Public Session in accordance with RSA 91-A:3 II (a)

Motion by Selectmen Goulet to enter non public session in accordance with RSA 91-A:3 II (a), seconded by Selectmen Bond at 7:35 PM.

Roll Call Vote

Selectmen Goulet	Yes
Selectmen Bond	Yes
Selectmen Greco	Yes
Chairman Courtemanche	Yes

The Board came out of non public session at 7:53 PM.

X. Adjourn:

Selectman Goulet moved to adjourn at 7:54PM. Motion seconded by Selectman Greco. Motion passed 4-0.

Justine M. Courtemanche, Chairman

For more detailed information, the meetings are now taped and can be seen on www.townhallstreams.com click on Pembroke NH and look for the day of the meeting under the month.

Bow Brook Place
46 Donovan Street
Concord, NH 03301-2624

(603) 225-2841
(800) 698-2364

www.nhprimex.org

September 6, 2018

Dawn Plourde
Plourde Sand and Gravel
523 W River Road
Hooksett, NH 03106

RECEIVED
SEP 10 2018
TOWN OF
PEMBROKE, NH

Re: Our Member: Town of Pembroke
Claim No: PR20172605348
Date of Loss: 12/13/2017
Location: Transfer Station
Damages: \$5,500.00 (damaged Salt/Sand Shed)

Dear Ms. Plourde:

The Town of Pembroke is a member of the New Hampshire Public Risk Management Exchange (Primex³) property and liability program. Primex³ is a public entity risk pool.

Our investigation reveals that your delivery truck was responsible for the above captioned loss. Plourde Sand & Gravel driver Thomas Taylor (license #05TRT86081) was driving a 2006 Sterling (plate #5879AR) and while dumping a load of sand he struck the shed causing the damage. We are seeking reimbursement from your company in the amount of \$5,500.00. This amount includes our member's \$1,000.00 deductible.

If your company has liability insurance, please forward this letter to them.

Should you have any questions, or wish to discuss this matter further, I can be reached at 1-800-698-2364 x 163 (NH only). I can also be reached directly at 603-410-2163.

Sincerely,

Sheila Wickey
Claims Consultant

cc: Town of Pembroke

New Hampshire Championships Safety Meeting Minutes

Pembroke Safety Complex

247 Pembroke Street, Pembroke, NH

September 5, 2018

Organizations: Town of Pembroke and Amoskeag Rowing Club (ARC)

Attendees:

Chris Gamache	Tri-Town	cgamache@pembroke-nh.com	484-4411
Dwayne Gilman	Pembroke Police	dgilman@pembroke-nh.com	944-0710
Gary Gaskell	Pembroke Police	ggaskell@pembroke-nh.com	944-0711
Rob Farley	Pembroke Fire	rfarley@pembroke-nh.com	496-9159
Harold Paulsen	Pembroke Fire	hpaulsen@pembroke-nh.com	496-0630
Larry Maddon	Pembroke Public Works		210-3078
Janet Harmon	Amoskeag Rowing Club	janetharmon300@gmail.com	738-4106
Mike Sheehan	Amoskeag Rowing Club	msheehan@usa.net	425-8085
Jennifer Williams	Amoskeag Rowing Club	jhwrow@comcast.net	(503) 970-2292 (Cell)

Tri-Town Ambulance

Chris Gamache was present for Tri-Town Ambulance. There will be one provider stationed at the Command Center with an ambulance off site on call if/as needed. The provider will arrive on site at 8:00am.

Pembroke Fire

Fire Chief Harold Paulsen and Captain Rob Farley were present representing Pembroke Fire Department. The Fire Department will have 5 – 6 people on site including 2 people assigned to the fire department boat. Fire Boat will be on the water 7:30 – 8:00ish and will launch from Allenstown ramp. The Command Center number should be the same as in past years **(603) 419-9721**. The Command Center will be delivered on Friday and will be open at 5:45 am on Race Day.

The meeting for the singles and doubles will be at 7:30 a.m. The meeting for the coaches and coxswains will be at 8:00 a.m. Both meetings will take place at the Point near the launching docks. Launches expected to begin launching at 7:45 a.m.

Fire Department will also unlock First Range Road to allow for Fire Department access. Fire will be using an ATV/Gator from Loudon. Fire also has a drone now.

All team tents will be located on the soccer field. There will be no team tents in the baseball field (only parking for car with singles and doubles and limited staff in the baseball field). Fire stated that everyone bringing a grill for a team tent **must** have their own fire extinguisher and that they will be patrolling the site to check the team tents for those fire extinguishers. Fire also requested enough space in the aisles between team tents in the team tent area (10 – 12 feet) to allow for access in the case of an emergency. Distance between tents last year was fine – aim for same this year. **No generators** will be allowed in the team tents. Vendor tents may use generators. Mike Sheehan will be making a map of the team tent area on Saturday and will provide to Registration tent and Command Center on Sunday morning.

ARC requested to borrow a generator from the Fire Marshall for the Starting Line. Steve Winnett (ARC) to coordinate with Captain Farley regarding generator pick-up.

ARC will borrow 25 Homeland Security Radios day of race. Jennifer to pick up radios at Command Center trailer at 6:00am Race Day. The radios have 3 channels, 2 local (BEC 1 and BEC 2, one of which is on the same channel as the repeater) and 1 with a repeater (BEC RPTR). BEC RPTR should be assigned to those personnel needing to communicate over a long distance (such as starting and finish line personnel). Pembroke Fire will notify Bow Fire Department of the event. Bow Fire Department has been invited to participate in years past but has not chosen to do so. CARES ham radio operators will be helping out again this year.

ARC to stake out space for the command center and associated vehicles on Saturday to ensure enough room.

Jennifer to send Captain Farley an electronic copy of the race entries on Saturday afternoon. Hard copy to be provided on Sunday morning at radio pick-up.

Pembroke Police

Chief Dwayne Gilman was present and will provide 6 police officers to direct traffic until less are needed. 4 officers will man the intersections per previous years. One officer will be stationed at the Command Center and one officer will be “roaming”. Officers will be at their posts by 6:00am. **A 7th detail will be provided this year** to cruise Memorial Field from

midnight Saturday until 6:00a.m. Sunday to discourage vandalism and break-ins into the team trailers parked there overnight.

There is now **NO SMOKING allowed** on Memorial Field. Jennifer to add this to the Regatta Central site to notify participants. All dogs must be on leashes. Dogs should not be left in cars.

The below was mentioned at the meeting last year – Janet, do you need these placards again? Janet Harmon (ARC) brought up the issue of the White Sands personnel being told that their cars would be ticketed last year. She asked if ARC could get something for those people stationed at White Sands to display on their dashboard indicating that they have permission to park there that day. Chief Gilman will provide that placard and will work with Janet on that. Chief Gilman indicated that if there did happen to be an issue with White Sand cars being ticketed, that the tickets should be brought to him to take care of.

Public Works

Larry Madden was present for DPW. DPW will unlock the gate to Memorial Field before 6:00 am on Race Day. Call 210-3078 if gates are not unlocked. They will also unlock the Keystone gate to allow vehicles to exit. DPW will remove the guard rail by the soccer field to allow access. The Town port-a-potty there also needs to be moved. DPW requests that ARC stake off the side of the road by the transfer station to prevent parking on private property.

Respectfully Submitted

Jennifer Williams

Amoskeag Rowing Club

New Hampshire Championships Administration Head

Memorandum

To: David Jodoin, Town of Pembroke
From: Mike Vignale, KVPartners
Date: September 10, 2018
Re: Weekly Construction Meeting – Roadway Improvement Project
Cc: Attendees, Jim Boisvert and Reno Nadeau (DPW), Matt L'Heureux (Advanced)

A weekly construction meeting was held at the site (Beacon Hill Road) on September 4, 2018. In attendance were, Brent Edmunds, John Barnes (Advanced), Paulette Malo (Roads Committee), and Mike Vignale. Following is a summary of the discussions:

- The drainage system work has been completed except for underdrains which will be installed concurrently with the roadway excavation/gravel installation. Pavement excavation and gravel installation is ongoing. Mike V asked John for an overall schedule to project completion.
- As previously noted, additional underdrains were suggested by Advanced. It was agreed that the roadside ditches will be excavated and shaped and then observed to determine if underdrains are required.
- As previously noted, Reno expressed concerns about settlement near the basins at the low point on East View/East Meadow. John indicated that the depression is from a construction vehicle wheel and they will make repairs.
- As previously noted, there are existing lateral drainage pipes (instead of roadside swales) in some front yards (#340) that appear to be outside the construction limits. These pipes will remain if possible.
- As previously noted, concern was expressed about the safety of the Type G grates for pedestrians. The Selectmen agreed to change the castings to concrete Type C basin covers. John stated that the existing grates cannot be returned. Mike asked John for pricing information about the change and John agreed to provide it.
- As previously noted, the arborvitaes at 332 Beacon Hill Road were discussed. The trees were relocated on Friday (10th) by a landscape company hired by the Town and the property owner was informed that the trees would not be guaranteed since they were so mature. Paulette asked for a

letter to be sent to the property owner informing them of this. Letter was reviewed at our last meeting and then sent out.

- As previously noted, there was still standing water in the sediment basin which should be dry after about 3 days. The pond was dry when constructed but there appears to have a constant flow of groundwater through the basin side slopes contributing to the water in the basin. It is apparent that the pond will not dry out with some modifications. So, the pond will be modified to include a third opening in the outlet structure (lower than the two existing openings) with a perforated pipe that extends into the basin (length to be determined) and is surrounded with rock. Also, the outlet plunge pool will be filled in with some rock to minimize the depth of water at that location.
- As previously noted, Jim asked if the large dead tree on Upper Beacon could be removed. Reno directed Advanced to remove the tree for \$900.
- As previously noted, Jim explained that one resident expressed concerns about their granite post mailbox (#314 Beacon Hill Road). It is understood that all mailboxes will be reset to their original condition.
- Next meeting will be held at 9:00 AM at Beacon Hill Road on Tuesday September 11th.