

**Pembroke CIP Committee  
Meeting Minutes  
August 12, 2015, 6:00 PM**

1. **Call to Order** – Gerry called the meeting to order at 6:03 PM.

2. **Attendance**

*Members:* Gerry Fleury; Chair and Budget Committee Representative; Rosemarie Michaud, Vice Chair; Bryan Christiansen; Dianne Schuett; Janna Culberson, School Board Rep.; Larry Young, Planning Board Rep.; Michael Crockwell, Selectmen Rep.; Tina Courtemanche, Alternate Selectmen Rep. *Others:* David Jodoin, Town Administrator

3. **Approval of Minutes 8/5/2015**

A motion to approve the minutes of 8/5/2015 as presented was made by Bryan, seconded by Larry, and passed by unanimous vote.

4. **Review and Grade 2016 CIP Requests**

David reviewed the front door replacement for Town Hall. He explained that the options are to either make the side door ADA compliant, (this door is currently kept locked at all times); or to replace the front doors. If the front doors are replaced, the inner doors would need to be removed due to the space requirement. He is in the process of consulting with Granite State Glass to obtain available options.

The heating system at the Department of Public Works was briefly discussed. The Committee was not provided with the requested information pertaining to what the savings would be by installing a new system. Gerry explained that the Committee is voting on the project versus project cost. He further noted that the current heating system in the garage (radiant heat) is expensive and being discontinued.

David explained that the current weight of plans and files on the second floor is causing load issues at Town Hall. The Selectmen intend to create a Technology Fund which will be used for a digitized record retention system. He is in receipt of a proposal with various options, as well as the State list of what records need to be kept and for how long.

Gerry commented on Cemetery requests and explained that it may be possible to use trust funds for some monument repairs. He further spoke to the importance of survey work at the cemeteries.

The Committee discussed the bathroom renovations at Memorial Field. The majority of the members were in favor of the project itself but were not in favor of the plan submitted. The general feeling was that it would be advantageous to first consult a structural engineer for options. The Board of Selectmen can reallocate the requested funds for this purpose to Municipal Facilities. The funds can then be used to retain a structural engineer as well as a firm to prepare professional plans.

The Committee voted on 2016 CIP requests as follows:

<b>Capital Project</b>	<b>Requested for 2016</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Municipal Facilities CRF Request	50,000	3	3	1
<i>Town Hall – Front Door</i>	<i>(8,000)</i>	3	2	2
<i>Town Hall – Elevator</i>	<i>(25,000)</i>	2	4	1
<i>DPW – Heating System</i>	<i>(21,028)</i>	4	3	0
<i>DPW – Foundation Repairs</i>	<i>(74,700)</i>	0	1	6
Property Revaluation/Update CRF Request	32,500	4	3	0
Municipal Technology CRF Request	20,000	5	2	0
Cemetery CRF Request	25,000	0	3	4
<i>Pembroke Street Cemetery</i>	<i>(11,000 )</i>	2	5	0
<i>Pembroke Hill Cemetery</i>	<i>(4,000)</i>	3	1	3
<i>Survey</i>	<i>(5,000)</i>	3	2	2
Fire Major Equip. CRF Request	150,000	4	3	0
Fire Small Equip CRF Request	20,000	6	1	0
Police Cruiser CRF Request	60,000	4	2	1
<i>Cruiser Replacement</i>	<i>(27,772)</i>	5	1	1
Police Small Equip CRF Request	13,500	4	3	0
<i>Tasers</i>	<i>(13,535)</i>	4	3	0
Highway Major Equip CRF Request	250,000	3	4	0
<i>6 Wheeler</i>	<i>(175,000)</i>	4	3	0
Roads				
<i>Roads Reconstruction/Repair</i>	<i>(282,759)</i>	7	0	0
Recreation Facilities CRF Request	15,000	0	4	3
<i>Fencing</i>	<i>(8,410)</i>	0	4	3
<i>Bathrooms</i>	<i>(23,600)</i>	0	1	6
<i>Playground Renovations</i>	<i>(18,100)</i>	2	3	2

<b>Capital Project</b>	<b>Requested for 2016</b>	<b>High</b>	<b>Med</b>	<b>Low</b>
Library Media CRF Request	No requests			
School District				
<i>Roof Replacement</i>	<i>(117,000)</i>	4	3	0
<i>TRS Lockers</i>	<i>(40,000)</i>	1	6	0
<i>TRS Bleachers</i>	<i>(55,000)</i>	0	5	2

Water and Sewer were not voted on as they are funded through user fees and are not part of the CIP process.

**5. Other Business**

The final CIP meeting to finalize and approve the CIP report will be held August 19<sup>th</sup>. The CIP presentation to the Board of Selectmen is scheduled for September 8<sup>th</sup>.

**7. Adjournment**

A motion to adjourn the meeting at 6:52 PM was made by Dianne, seconded by Bryan, and passed by unanimous vote.