

**Pembroke CIP Committee  
Meeting Minutes  
July 1, 2015, 6:00 PM**

1. **Call to Order** – Gerry called the meeting to order at 6:00 PM.

2. **Attendance**

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

3. **Election of Chair and Vice Chair**

A motion to elect Gerry as Chairman of the CIP Committee was made by Rosemarie, seconded by Bryan, and passed by unanimous vote. Gerry accepted the Chairman position.

A motion to nominate Dianne as Vice Chairman of the CIP Committee was made by Rosemarie. Dianne indicated that she would be out of town for the remainder of July.

A motion to nominate Rosemarie as Vice Chairman of the CIP Committee was made by Bryan.

Gerry closed nominations and after a unanimous vote, Rosemarie was elected Vice Chairman of the CIP Committee. Rosemarie accepted the position.

4. **General Discussion**

David reviewed departmental CIP requests and other relevant information.

The Police Department's meeting with the CIP Committee has been rescheduled to July 29<sup>th</sup>. The Police Department will be requesting one new cruiser and tasers. There was a brief discussion regarding the equipment for the new cruiser which will be funded from the Police Department's Detail Fund that has been accumulating over the past few years.

David explained that the Fire Department has no CIP requests with the exception of an annual appropriation. The CIP Committee is still invited to meet at the Safety Center to view the fleet and the HVAC system that is now complete. Further, Chief Paulsen intends to work with the School Department regarding obtaining access to a strip of land owned by the School. He would like to utilize the land to extend the Safety Center parking lot and ultimately build a new covered doorway in the future. The CIP Committee agreed to meet at the Safety Center next week.

David has not yet received confirmation from the School Board.

The Library has no CIP requests.

The Sewer Department has not submitted their CIP requests however they are possibly looking at repairs to the Bow Lane pump station. This would be a bond issue.

Recreation will be requesting fencing, and playground surface replacement.

The DPW will be requesting a new 6 wheeled truck. This purchase has been postponed for the past few years and other new vehicles will be due for replacement in the upcoming few years.

The Cemetery Commission will be requesting work that was not approved last year. Further, a forestry service reviewed trees at Woodlawn Road that have either fallen or will fall soon. The forestry service also reviewed the tree problem at the cemeteries however they are waiting for the ground to dry-out before options will be reviewed. The Cemetery Commission is working on preparing a policy proposal on what can and cannot be planted on cemetery grounds in the future. The Cemetery Commission is interested in expanding however there is no suitable Town owned land currently available.

David explained that Town Hall is experiencing load issues due to the weight of the files on the second floor. The file cabinets have recently been moved to distribute the weight however the file cabinets now block some of the heat sources. Therefore, the Board of Selectmen will be looking into digitizing all records in an effort to reduce the amount of storage space needed. Further, the Town will be requesting the purchase of Tablets, through CIP, in an effort to reduce paper, printing, and postage costs.

## **5. Future Meetings**

All meetings will be held at Town Hall at 6:00 PM unless otherwise noted.

July 8 <sup>th</sup>	Fire Department <i>at the Safety Center</i>
July 15 <sup>th</sup>	Recreation, Public Works, Roads Committee, Cemetery <i>Meeting will begin at Memorial Field then move to the DPW</i>
July 22 <sup>st</sup>	School Board
July 29 <sup>th</sup>	Police Department, Admin/Municipal Facilities, Library, Water, Sewer
August 5 <sup>th</sup>	Public Hearing
August 12 <sup>th</sup>	CIP Ranking and Final Report
September 7 <sup>th</sup>	CIP Presentation to the Selectmen

## **6. Adjournment**

A motion to adjourn the meeting at 6:32 PM was made by Bryan, seconded by Dianne and passed by unanimous vote.