

**Pembroke CIP Committee
Meeting Minutes
July 29, 2015, 6:00 PM**

1. Call to Order – Gerry called the meeting to order at 6:02 PM.

2. Attendance

Members: Gerry Fleury, Chair and Budget Committee Representative; Rosemarie Michaud, Vice Chair; Bryan Christiansen; Larry Young, Planning Board Rep.; Janna Culberson, School Board Rep.; Tina Courtemanche, Alternate Selectmen Rep. *Others:* David Jodoin, Town Administrator; Police Chief Gilman; Kevin Brasley and Matt Gagne, Water Works; Harold Thompson and Paulette Malo, Sewer Commission

Absent: Dianne Schuett; Michael Crockwell, Selectmen Rep.

3. Approval of Minutes 7/22/2015

A motion to approve the minutes of 7/22/2015 was made by Larry, seconded by Rosemarie, and passed by unanimous vote.

4. Water – 2016 CIP Requests

Kevin indicated that their original operating budget was expected to be \$70,000-\$80,000 however adjustments were made and it was decreased significantly due to the Pembroke Hill Road project in which a loan was obtained and other upcoming projects. Additionally, there were several water line breaks over the winter months that needed repair. There has been little change to permit fees however in 2014 the National Guard permit fee of \$132,000 was added to the Water Line Replacement Fund. They are expecting an increase in revenue this year based on the summer weather.

Gerry asked if Water has any issues with their ability to deliver water, if they anticipate an increase in demand and if so, their ability to meet that demand. Further, he inquired as to the quality of water, and the condition of the water tanks and if they foresee an immediate need to replace them. Matt replied that there are 5 wells and during the summer months there are only two pumps running; one 24/7 and 2 pumps in Bear Brook that alternate; typically 1-2 days per week. Only one pump runs during hotter weather. They can expand as they have the ability to run 4 wells at one time. There are no water quality issues however they did receive one positive reading that was proven to be false. There is no current or upcoming need for tank replacement as the tanks have recently undergone repair/refurbishment and require little to no maintenance.

Janna asked how Pembroke's water rates compare to surrounding towns. Kevin replied that although current information is not available, Pembroke's rates are typically lower. The most recent time they obtained this information, Pembroke was the 3rd-4th lowest.

Gerry thanked the Water Commission for the excellent job they provide for the community. He stated that there are rarely complaints with water quality or volume.

5. Sewer – 2016 CIP Requests

Paulette provided a detailed structural review, including photos, of the Bow Lane Pump station which needs to be rebuilt. The station is 20 years old and in significant disrepair. They intend to build the station similar to the RT 3 station which is above ground and easier to maintain. This project will be partially funded by the Clean Water State Revolving Fund Loan Program. The total anticipated cost to replace the pump station is \$700,000 of which \$65,000 in principal forgiveness will be available through the State Fund.

Gerry inquired as to the design and logistics of building the new station. Paulette replied that the engineer is working on the design. The station will be down for one day while the switchover takes place and there will be septic trucks with pumps at the site during this time. Gerry further asked when work would begin. Paulette explained that the project would go to Town Meeting for approval in March and if approved, it will be sent out to bid. Construction timeframe will be approximately three months. If the project is on schedule, work should be complete in 2016.

Tina asked if the Sewer Commission will be contributing any funds toward this project other than the \$65,000 from the State fund. Paulette replied that she is unsure about additional funding however there is a balance of approximately \$300,000 in their Capital Reserve Fund, and \$200,000 in their Capital Improvement Fund that could possibly be used.

6. Police Department – 2016 CIP Requests

At 6:37 PM, the Committee recessed to review the 2011 police cruiser that will be replaced in 2016. The vehicle currently has 97,000 miles and is the last Crown Victoria. The vehicle recently had the battery and alternator replaced and Chief Gilman foresees more substantial repair work based on the history of this model vehicle. Chief Gilman stated that the police department is requesting the purchase of 2016 Utility Interceptor in the amount of \$27,772. New equipment will be required as the old equipment is not compatible. The equipment, approximately \$15,000, will be funded through the Police Detail Fund. He stated that the Crown Victoria can be used as a Town vehicle. David added that dependent upon the condition of Town vehicles, one will go to auction. Gerry spoke to the equipment purchase as he is concerned that the lower cost for the cruiser in 2016 could affect the budget in subsequent years.

The Police Department is requesting the purchase of 12 Taser guns in the amount of \$13,535 to be funded through their Small Equipment Capital Reserve Fund. Chief Gilman explained that the department currently shares three Tasers, model X26, which were purchased in 2011, have a projected lifespan of 5 years, and are no longer serviceable. The newest version, X26P, is not compatible with the current model with the exception of the firing cartridges. The new version also has a 5 year projected lifespan. At the beginning of each shift, a spark test is required. A purchase of 12 would allow each officer to care for their issued Taser; and would eliminate multiple tests during the day reducing the amount of battery life expended during each cycle, saving yearly battery replacement. Chief Gilman provided a presentation on the necessity and effectiveness of Tasers and stated that there have been no proven cases that they are lethal in any way.

7. Administration – 2016 CIP Requests

David reviewed the Town’s 2016 CIP requests which include the entranceway to Town Hall and the elevator.

The entry doors to Town Hall need to be replaced for an estimated cost of \$8,000 which will be funded through the Town Building Fund. It is unclear at this time what will be required to meet ADA specifications e.g. push bars. Another existing issue is the amount of distance between the two sets of doors.

It was recommended by the Elevator Inspector that the elevator at Town Hall be replaced as it is worn out and replacement parts are obsolete. The anticipated cost is \$25,000.

David informed the Committee that the windows and some siding at Town Hall are being replaced. The first floor windows are complete and the siding and 2nd floor windows will be completed soon. Once complete, the Town Hall will be more energy efficient.

8. General Discussion

David indicated that he will have the ranking spreadsheet available at the next meeting. He further stated that Library has no 2016 CIP requests; Rose Galligan continues to work on plans for the bathroom renovations at Memorial Field; Jim Boisvert has not yet provided anticipated savings for the requested new heating system in the garage.

Janna indicated that a final plan for the School District will not be available for quite some time and they are working with the schedule that was provided to the Committee last week.

Both Gerry and Janna will be unavailable to attend the next meeting. Rosemarie will chair the meeting.

9. Future Meetings

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

August 5 th	Public Hearing
August 12 th	CIP Ranking and Final Report
September 7 th	CIP Presentation to the Selectmen

10. Adjournment

A motion to adjourn the meeting at 7:31 PM was made by Bryan, seconded by Rosemarie, and passed by unanimous vote.