

MINUTES OF THE JULY 27, 2023

**PEMBROKE CAPITAL IMPROVEMENT (CIP) COMMITTEE MEETING
CEMETERY, ROADS COMMITTEE, AND PUBLIC WORKS REQUESTS**

The CIP Committee held a meeting on July 27, 2023, at 6:00 p.m., at Pembroke Safety Center, Pembroke New Hampshire

The meeting was called to order by Gerry Fleury at 6:04 p.m. Those present and absent were as follows:

PRESENT:

Gerry Fleury CIP, Budget Committee	David Jodoin ———— Town Administrator
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Peter Gagyi CIP, Selectman Rep	Rosemarie Michaud CIP, Resident
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Kevin Foss CIP, Planning Board	Bethany Chase-Reynolds CIP, Resident
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Gene Gauss
CIP, School Board

ALSO PRESENT:

Chris Gamache
Director, Tri-Town EMS

Gary Gaskell Chief, Pembroke Police Department	Dawn Shea Lieutenant, Pembroke Police Department
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Paul Gagnon Chief, Pembroke Fire Department	Erik Paulsen Assistant Chief, Pembroke Fire Department
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EXCUSED:

Andrew Yonchak
CIP, Resident

Approval of the minutes of July 20, 2023 was deferred to the next meeting.

Ambulance – 2024 CIP Requests

Gerry Fleury asked for an update on the Allenstown proposal, when Tri-Town plans to be independently operating, and if there have been any refinements in Pembroke's expected future cost for operations. David Jodoin explained in August 2022, Allenstown's Selectboard sent a letter to terminate the Inter-Municipal Agreement (IMA) effective July 2025 in order to operate their own fire-based EMS Service. After discussions with the Tri-Town EMS Board, David proposed they terminate December 31, 2024 with the understanding there will be receivables into 2025. They came back and asked to terminate effective June 2024 and work to close receivables by the end of 2024. David is working to have old receivables as closed up as possible so there are zero receivables by the end of December 2024. The Dissolution Agreement is being worked on but they have agreed on who will get what ambulance. The decision has been ratified by their Selectboard and will be ratified by Pembroke's next week. In 2024, the Town will see a 6-month budget for Tri-Town that is split with Allenstown and a 6-month Pembroke only budget. The service will continue to be staffed at a paramedic level 24/7. If the new ambulance that was purchased earlier this year for the new Pembroke only service comes in early and is ready to go, then the ambulance transfer will happen earlier than June 30, 2024. That gives Allenstown time to get the decals removed, relicensed, and ready to go for July 1, 2024.

Gerry Fleury asked if David could elaborate on the budgeting process. David explained the Tri-Town EMS budget for the first 6 months will be split between the towns and shown in one budget line. Then Pembroke will fully fund the last 6 months in a different budget line. He is working with the auditors right now so the transfers are clear and accounted for correctly. As of now, the budget shows a general fund appropriation for a transfer to the special revenue fund. That will be there for 6 months. Then, he will need to set up a new fund so the transfer will be shown in the budget for the true expense of the service. The goal is at the end there will be a clean transfer to close out the special revenue fund and repurpose the funds to the capital reserve fund for CIP because there will be large scale expenditures in the future when it comes time to replace an ambulance.

Rosemarie Michaud asked how often ambulances are replaced. Chris Gamache answered they are replaced on a rotating 6-year basis. They run two ambulances, so the new truck goes to the front line and the older truck becomes the back up. Every 12 years the ambulance completes its cycle and goes away.

Rosemarie Michaud asked if they have two ambulances, will they be able to go to other communities besides Pembroke and Allenstown. David explained they are in a mutual aid agreement with the surrounding communities and do respond if needed.

Gerry Fleury expressed concerns Pembroke will be relied upon to subsidize the Town of Allenstown and asked if there will be any mechanisms in place to ensure it does not become mutual dependence. David explained it will be a tough situation and a hard one to navigate if it comes to fruition. It is common for smaller towns to not always staff accordingly and depend on mutual aid.

Gene Gauss expressed concerns Pembroke residents will need the service and it will not be available. David explained the best way forward for small towns is an Inter municipal agreement like we had.

Bethany Chase-Reynolds asked what happens when there is a call in Pembroke and they can't get there because they are in Allenstown. Chris explained that operationally, they will be losing ½ of the call volume. It has to be looked at that way since there will always be situations where multiple calls happen at once. They will be a 24-hour service and we will be a 24-hour service. They recently got approvals to add 5 full-time Fire EMS Providers to their current staff of 2 and 1 float. They are trying to get more certifications for their service employees. Chris has concerns that there are only so many calls for community of less than 5,000 people which could lead to staff retention issues for both services even though we have very loyal and very dedicated employees. Tri-Town currently covers just shy of 95% of their own calls. Tri-Town sends the ambulance for mutual aid more than it receives.

Gerry Fleury asked if they have any good informational news about the service to share. Chris answered the staff and level of service is remaining the same and the new truck is in the engineering phase.

Rosemarie Michaud asked if there are any grants available for ambulances. Chris explained the Public Safety grants available are typically geared toward Fire and Police. There are not many directly for EMS. Tri-Town was higher up on the priority list as a regionalized service but it is unclear where they will fall now.

Bethany Chase-Reynolds asked if there have been any lawsuits against Tri-Town. David answered there was one pending when the service was taken over, but nothing came of it because it was not their service at the time of the incident. In the Dissolution Agreement, there is a provision that both towns are responsible for any pending or future litigation against the service for the time period of January 2013 to the end date.

Chris explained the CIP from Tri-Town will continue as usual for equipment. It will be a few years before they need any equipment since they just ordered a new ambulance. Their CIP will be 12 years because all equipment is changed over every 12 years which is the full replacement cycle for an ambulance. All equipment is currently under service agreements. This way they do not have to worry about aging equipment.

Gerry Fleury asked if they plan to differentiate between Small Equipment and Major Equipment for capital reserve funds like the Police and Fire currently do. David explained at the time they purchase a new ambulance; they completely replace everything. There will be a lot of movement throughout the next budget cycle as they figure out the best path forward.

Pembroke Police Department – 2024 CIP Requests

Requests:

Crown Victoria Replacement (unmarked)

\$54,850

Prior to the meeting, Gerry had asked for details on the small equipment such as firearms vests and tasers that are associated with each officer and how they are allocated. The Chief responded with a detailed memo attached to the minutes.

Rosemarie Michaud clarified that when an officer comes from a different agency, we will offer to purchase their old vests. Chief Gaskell explained sometimes the outside carriers the Pembroke Department uses do not work with their current vests so they will need to purchase new and sometimes other agencies do not want to sell it. If they do, they will purchase it and prorate the costs.

Gerry Fleury asked if they are issuing Glockes or Sigs and is there a concern for the reliability of Sigs. Chief Gaskell answered they do not use Sigs. The Officers were given the option to test both and they chose Glockes based on their individual comfort and also the known safety/reliability issues.

Chief Gaskell stated they are a fleet of 8 vehicles. They have four vehicles with a full warranty, four with Powertrain warranty only, and then they have two with no warranty at all. One of the vehicles it is because of the age of the vehicle which is the assigned to the Chief and the other has high mileage and assigned to investigations. That car is 13 years old and the one they are looking to replace with a Dodge Charger.

Bethany Chase-Reynolds asked if they have looked into electric cars considering that appears to be the way the market is going. Chief Gaskell explained they looked at getting a hybrid last year but the overall savings in fuel would be essentially equal to the increased cost of the car. They discussed it with Massachusetts Troopers and they shared difficulties with getting up to speed on the highways. They would also need to upgrade the infrastructure at the Safety Center in order to charge the cars.

Rosemarie Michaud asked how many patrol vehicles are out on any one shift. Chief Gaskell answered that most of the time it is four. Rosemarie asked why we would need 8 vehicles. Chief Gaskell answered they have 8 vehicles for 11 staff members.

Gerry Fleury asked how the Department is on upcoming small equipment replacements. Chief Gaskell answered they replaced the ATV two years ago and portable radios are the next big thing. The current ones are around 16 years old. Then tasers will come to CIP for replacement in 2027.

Gene Gauss asked if they will need body cameras. Chief Gaskell answered they have them already, but they are remaining in the boxes until the County Attorney and Attorney General agree on how they can use them. They are not cloud based and for them to be used for evidence, the DA and County Attorneys would need to come to the Department to view them.

Gerry Fleury asked if a citizen could come forward and request a copy of the video. Lt. Shea answered that is part of the argument and confusion. What is covered under Right to Know and what is not. Once there is a clear and definitive direction, they will begin to use them.

Bethany Chase-Reynolds asked if they agree soon, will the body cameras be outdated. Chief Gaskell explained they bought the most updated version. Hopefully they will get a decision shortly.

Pembroke Fire Department – 2024 CIP Requests

Requests:

Safety Center Painting	<u>\$25,400</u>
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Chief Gagnon explained they moved a few items around on the CIP schedule. The current rescue vehicle is 26 years old and will be on the replacement list soon. Because the costs are continuously rising, he added \$100,000. However, Forestry One was reduced in cost. They do not feel they will need a brand-new vehicle for this purpose. The pick-up truck is slated to be replaced in 2027 but it may not be replaced at all. There is not a lot of use for that vehicle.

Gerry Fleury stated the Police Department put forward a warrant article for a new vehicle and then had to amend it on the floor of Town Meeting because the costs came in higher than expected. Chief Gagnon explained that

since they are unable to get quotes until they are ready to purchase, he is raising the amount by \$100,000 to hopefully avoid that. The vendors do not want to spend the time putting together a quote if the Town does not intend to purchase it because there are so many pieces to a fire truck that need to be priced out and specified to the individual entity. David stated they may need to over budget the warrant article and write it as purchase not to exceed.

Gerry Fleury looked at amortization schedule for major equipment and while it increases by 5% each year, by the 2030 engine 1 replacement, there is a deficient balance of \$327,000. Is there a way to make those funds up by then? Assistant Chief Erik Paulsen stated the engine is in excellent shape and there may be the opportunity to move that further out. Chief Gagnon stated the forestry truck is still running well so that may be able to be moved out also.

David Jodoin explained the CIP project was brought by Department of Public Works for the Safety Center and includes exterior painting of the block and stucco walls, 9 overhead doors, 3 wood windows in front of the building, and 5 exterior doors.

Gerry Fleury asked if they have looking into an all-electric fire apparatus. Chief Gagnon explained he has but the prices are outrageous, and the engine is better suited for a city application. We are rural and an electric engine will not really work at this point in time.

Chief Gagnon shared turnout gear is made with PFAS in the liner. There may come a time where the State says all gear needs to be replaced and that could be very costly.

The next meeting will take place at Town Hall to discuss the Sewer Department & Recreation Commission CIP Requests.

There being no further business to come before the Committee, Gene Gauss made a motion to adjourn, the motion was seconded by Kevin Fross, and the meeting was adjourned at 8:10 p.m.