

MINUTES OF THE JULY 31, 2019

PEMBROKE CAPITAL IMPROVEMENT (CIP) COMMITTEE MEETING

POLICE DEPARTMENT AND FIRE DEPARTMENT REQUESTS

The CIP Committee held a meeting on July 31, 2019, at 6:00 p.m., at the Safety Center, Pembroke New Hampshire

The meeting was called to order by Gerry Fleury at 6:00 p.m. Those present and absent were as follows:

PRESENT:

Gerry Fleury CIP, Budget Committee	David Jodoin Town Administrator
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Bethany Chase Reynolds CIP, Resident	Jillian McNeil Recording Secretary
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Kevin Foss CIP, Resident	Bob Bourque Planning Board
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Rosemarie Michaud CIP, Resident	Tina Courtemanche Alternate Selectman
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Gene Gauss
School Board

ALSO PRESENT:

Deputy Chief Paul Gagnon
Pembroke Fire Department

Chief Dwayne Gilman
Pembroke Police Department

Gene Gauss made a motion to nominate Gerry Fleury as the Chairman of the CIP Committee, Tina Courtemanche seconded it, and the motion was approved unanimously.

Tina Courtemanche made a motion to appoint Rosemarie Michaud as the Vice-Chairman of the CIP Committee, citing no other nominations or candidates. The motion was approved unanimously.

This being the first meeting of the CIP Committee, there were no previous meeting minutes to approve.

Gerry Fleury explained how the CIP Committee functions. This committee will travel from site to site to listen to the requests from the different departments of the town for the 2020 Budget cycle. The committee does not approve or deny requests. The committee puts a level of priority on each item as either a high, medium, or low priority. At the end of the process, the CIP will be presented to the Selectmen, School Board, and Residents. This committee only hears about big ticket items that have a long useful life. The CIP is used to space out the items so they are not up for expenditure at the same time. Funding source will be listed as either bond proceeds, tax revenue, or capital reserves.

Police Department – 2020 CIP Requests

Chief Dwayne Gilman presented the Police Departments 2020 CIP Requests. Chief Gilman explained that they are looking to replace the 2007 Crowne Victoria. The vehicle currently has 100,000+ miles on it and no longer has a warranty. The car could be used by another department such as code enforcement or public works for another year or so. The Department is looking to replace it with a new Ford Explorer/Utility. The Chief explained that the dollar amount of \$35,195 is based on a previously purchased 2019 cruiser plus 3-5% increase for a safety net.

The Department is also looking to replace a Ford Utility SUV that has 125,000 miles. There is no warranty on any of the parts or power train. The Chief stated that they are looking to replace it with a Ford Explorer Utility with an anticipated cost of \$35,195 with an anticipated cost of \$17,000 for installation of all equipment. The vehicle will come with a 3 year/36,000 bumper to bumper warranty and 5 year/100,000-mile power train warranty.

Gene Gauss asked the Chief how the SUV's are working versus the Taurus. The Chief explained that two of the major issues with the Taurus was the ground clearance and the inability to have two people in the vehicle. The Utility has much better ground clearance and can fit more than one person. Ford is also doing great by them for recalls.

Gene Gauss asked if the models are similar and can the equipment be reused when replacing vehicles. The Chief stated that equipment bought last year will not fit the next year's model. Ford has been altering the interiors slightly making them have to purchase all new equipment each time.

Gene Gauss asked if there have been any warranty issues. The Chief answered that the Utilities have had CO2 issues where CO2 was leaking into the cabins. They have had to purchase CO2 detectors for each car but the problem has been fixed and they will no longer need to be purchasing those going forward.

Rosemarie Michaud asked if there are any Taurus's left? The Chief answered that there is not.

Bob Bourque asked if any of the vehicles come with standard equipment. Chief answered that the cars come pre-wired but without the actual equipment.

Bethany Chase-Reynolds asked if the vehicles come with any extended warranties. The Chief answered that the vehicles will come with 100,000-mile warranty and the power train.

The Chief explained that the administrative vehicle is an unmarked vehicle for checking on calls and can be taken home. It has all the same equipment inside but is a second responder not a first responder and cannot be used for transport.

Rosemarie Michaud asked if they are looking into any other vehicles. The Chief answered that they can look into something else but it has to have the police package. The cruiser purchase is what they will be looking to get but the administrative vehicle will likely change. They will have something more concrete to present at a later date.

Gene Gauss asked if there is a maintenance program. The Chief answered that they do receive free oil changes but it is easier to use the town mechanic so no one has to be out for a day bringing cars in for oil changes. If what needs to be done is too large for him, then they take the vehicles to Grappone.

Kevin Foss asked if there are other brand options. The Chief stated that they can use a Chevy or Dodge but the Ford comes with the police package.

Gene Gauss asked about the next CIP request for the DVR recording in the interview room. The Chief explained that there are two systems; the exterior of the building plus the halls and fire department and the interview rooms. The issue is the recording system records 24-48 hours and starts by motion, audio, or both. The current system was installed in 2004 and has been replaced piece by piece. If the recording is not downloaded immediately, it will write over itself and any potential evidence that could be on the tapes is lost. The quote to change the whole building to an HD recording system came in at \$59,000 but the request was paired down to just the interview rooms at a cost of \$6,230.

Gerry Fleury asked if there is a retention policy for the recordings. The Chief answered that yes, there is. They have to burn the recordings to a CD or flash drive and store it in the evidence room.

Gerry Fleury asked if there is any off-site back up. The Chief stated that there is a server in house but there is nothing held off site. They cannot use the cloud as it is not secure.

Gerry Fleury asked if there is potential for a regional back-up location. The Chief explained that there are legal issues involved with a regional site. The Attorney General's office and County Attorney makes those decisions.

Gene Gauss clarified that the request is not for \$59,000. The Chief reiterated that the \$59,000 is for the entire system but they are only putting in a request for new cameras and sound system in the interview rooms.

Gerry Fleury asked if there are issues with the quality of the current camera. The Chief explained but that defense attorneys and prosecution cannot use their tapes because the quality is so poor, they cannot make anything out. Right now, someone has to transcribe the videos so they are able to be used in court.

Gerry Fleury stated that \$59,000 does not seem like an outlandish amount to request. The Chief clarified that it would cost \$59,000 for the rest of building plus the \$6,230 for the interviews because they need to be two separate systems.

Bethany Chase-Reynolds asked if the Department will go out to bid. The Chief explained that it will go through the 3-bid process but the bids will all come in close because there are only a few companies and they are all competitively priced.

Gerry Fleury asked what the bid requirement is. David Jodoin explained that at this point in the process, they do not need to go through the 3-bid requirement and the Selectmen have the ability to waive the 3-bid requirement if they choose to.

Rosemarie Michaud asked if there are any grants available. The Chief answered that there is not.

Fire Department – 2020 CIP Requests

Deputy Chief Gagnon stated that there are currently no CIP requests for 2020 but there will be one in 2023 for a Forestry Truck.

David informed the Committee that the Pumper Tanker purchase from last year came in at \$690,929. Seagraves gave the Department a prepaid discount and is 330 days out from completion.

Gerry Fleury asked about the utilization of the forestry trucks. Even if they aren't used frequently, they are needed for the Range Roads in town. The Unimog is made by Mercedes Benz and is expensive to maintain. The Deputy Chief explained that it is a military vehicle with a water tank and hose. It also has the ability to pull water from a nearby source and can also refill a smaller truck since it is large and cannot always get to the front line. The current attack unit is like a small old military jeep. There is almost nowhere that it can't go. They also have a brush fire truck is a smaller diameter 1,000-foot forestry line.

David Jodoin informed the Committee that on the provided proposed Capital Improvement Program Schedule the small equipment fund looks built up but the Department had pre-ordered new radios that were delivered and immediately recalled leading to months of delays. They should be installed in the new few weeks. The fund will go down by \$90,000 after the radios are officially purchased.

Bethany Chase-Reynolds asked if Kenwood will be giving any compensation for the delays. The Deputy Chief stated that they will not and that is just the way it is with those companies. There are very few to choose from and radio technology is constantly changing. The delay happened due to a delay in the Feds releasing new regulations and Kenwood trying to anticipate what those changes would be. They were incorrect and the radios had to be returned and brought up to the Fed's new standards. Chief Gilman explained that you have to go through a middleman dealer. You cannot contact the companies directly to discuss any refunds or discounts.

Gerry Fleury asked about the replacement of self-contained breathing apparatuses. The Deputy Chief stated that they try to do all the pieces at the same time. A staggered purchase could be dangerous for the fire fighters if they have to figure out which model they have before going into a fire.

There being no further business to come before the committee, Gene Gauss made a motion to adjourn, Rosemarie Michaud seconded that motion, and the meeting adjourned at 7:00 p.m.

Respectfully Submitted,

Jillian McNeil
Recording Secretary