

**Pembroke CIP Committee
Meeting Minutes
July 28, 2010, 7:00 PM**

I. Call to Order – The meeting began at 7:00 PM.

II. Attendance

Members: Tina Courtemanche, Selectmen Rep.; Gerry Fleury, Budget Committee Rep; Ron Nowe, Planning Board Rep.; Bill Hamilton; Rosemarie Michaud; Dianne Schuett

Others: David Jodoin, Town Administrator

Excused: Bryan Christiansen; David Sheldon, Alt. Selectmen Rep.

III. Election of Officers

A motion to elect G. Fleury as Chair was made by R. Michaud, seconded by D. Schuett, and passed by unanimous vote.

A motion to elect R. Michaud as Vice Chair was made by D. Schuett, seconded by R. Nowe, and passed by unanimous vote.

IV. Committee Overview

G. Fleury began the meeting with a brief overview of how CIP meetings have been conducted in the past and the process for recommendations. He suggested that the majority of the meetings be held on-site at the various departments, including Memorial Field, in order to gain a better understanding of the items to be reviewed. Pembroke Water Works and the Sewer Department are not addressed through CIP however these departments are expected to present information to the committee. Further, he suggested that the existing six-year plan be reviewed as well as any new items. Additionally, he requested that D. Jodoin advise all Departments to use the standard CIP sheet and to have available any pertinent documentation.

D. Jodoin gave a brief summary of the items he is currently aware of that will be coming to the committee for review including Library, Public Works, Police, and the Building Committee. G. Fleury requested that more detailed information be obtained on the Book Security System being requested by the library which should include a cost benefit analysis. The Recreation Commission will be scheduled to meet with the committee at the end of August as their monthly meeting is scheduled for mid-August.

V. Meeting Schedule

D. Jodoin will prepare and coordinate with all departments, a schedule for all CIP meetings and will e-mail a draft to all members before the next meeting. It was suggested that the Library be first on the schedule to allow extra time for follow up and/or any other issues that may arise. The next meeting is scheduled for August 4th at 7:00 PM at Town Hall.

VI. Adjournment

A motion to adjourn at 7:50 PM was made by T. Courtemanche, seconded by D. Schuett, and passed by a unanimous vote.