

**Pembroke CIP Committee
Meeting Minutes
September 9, 2009, 6:30 PM**

1. **Call to Order** – F. Kline called the meeting to order at 6:35 PM.
2. **Attendance - Members:** Fred Kline, CIP Chair, School Board Rep.; Gerry Fleury CIP Vice Chair, Budget Committee Rep; Tina Courtemanche, Selectmen Rep.; Brian Seaworth, Planning Board Rep.; Bill Hamilton; Rosemarie Michaud; Bryan Christiansen; Dianne Schuett; David Sheldon, Alt. Selectmen Rep.

Others: David Jodoin, Town Administrator

3. **CIP Report and Voting Procedures**

F. Kline briefly reviewed the format of the CIP Report 2010-2015 and indicated that the CIP committee will vote only on the 2010 items.

4. **Public Hearing**

F. Kline called the public hearing to order at 6:45 PM. The 2010 CIP Capital Projects schedule, prepared by D. Jodoin, was reviewed in detail line by line. The following public comments were made:

Heating/Air Conditioning Fire Department

F. Kline asked Chief Paulsen where the priority falls for the air conditioning system request (\$22,000). Chief Paulsen stated that when the Safety Center was built, it was originally planned to have a combination heating/air conditioning system which was not done. The air conditioning is being requested this year because of the possible replacement of the heating system. J. Boisvert indicated that the quotes for the heating and air conditioning systems are two different systems and that to replace the entire system with a combination unit will cost approximately \$150,000. J. Boisvert further indicated that after the heating system/boiler was reviewed by LDG, it was suggested that only the boiler and 3-way valve need to be replaced at this time as the boiler is currently operational and not leaking. Chief Paulsen indicated that the heating system is inefficient and the lack of air conditioning is uncomfortable in the summer months.

G. Fleury expressed concern that should this item be approved, it's only a temporary fix and that a greater problem may exist. He is also concerned that although the current boiler is operational, total failure is possible at any given time. He feels that possibly more information should be obtained to replace the entire system. J. Boisvert will follow up.

J. Boisvert indicated that a grant may be available through National Grid.

F. Kline suggested that Chief Paulsen, J. Boisvert, and the Building and Maintenance Department work together to find a resolution.

Library

Cindy Menard stated that all CIP items requested by the library have been withdrawn based on the necessity of exterior repairs to the building. This does not include the \$3,500 CRF deposit request for books or the \$3,000 expenditure request for books. She indicated that the Town Administrator offered to contact the architect and the builder for information regarding the building.

It was clarified that the \$5,000 for computer upgrades will appear in the library's operating budget.

G. Fleury is concerned about pulling all capital reserve items. C. Menard stated that their priority is repairing the building and all other items can wait.

D. Jodoin indicated that the lack of handicapped access could be a liability issue. Funding the handicapped door out of the operating budget was discussed.

Clock Windows

D. Jodoin briefly reviewed the options for repairing/replacing the windows and explained that the town is responsible to maintain the windows on the top floor of the building. He further stated that there is \$5,000 in the town's operating budget from last year but the amount was allocated to the Union St. windows.

Property Revaluation/Update Deposit

D. Jodoin gave a brief overview of this item explaining that yearly deposits of \$10,000 are needed to fund quarterly annual revaluation updates with the 5th year being a town-wide statistical update. The account's balance is currently \$66,000.

Cemetery

Dave Richards, Cemetery Commission Chair, inquired if there was any update on whether or not the interest on the perpetual cemetery funds can be used to install a fence. Dianne Schuett has researched this and stated that the funds can only be used to maintain the gravestones and gravesites; it cannot be used to install a fence. She was informed however that the fence does not have to be elaborate. D. Richards indicated that it is preferable to have similar fencing to the one at the Buck St. cemetery. There was discussion regarding whether or not the \$5,000 for surveys should be a capital reserve item or if it should be included in their operating budget. D. Richards, when asked by F. Kline to prioritize the items, stated that the survey is their first priority.

Fire Department Major Equipment

The \$170,000 CRF deposit request will be used for the purchase of a Quint in 2013. Chief Paulsen indicated that the Quint will replace two vehicles, versus one that was originally anticipated, and will result in a savings of approximately \$430,000.

The small equipment CRF deposit was discussed. B. Hamilton questioned if there would be an issue if this item could not be fully funded. Chief Paulsen stated that this fund will primarily be used for the purchase of new Self Contained Breathing Apparatus' (SCBA) as the current SCBA's are due to expire in 2013 and must be replaced at that time. He indicated that the purchase of the Quint has already been extended out over four years from when it was originally requested and could be delayed further if necessary however higher maintenance costs will be incurred for the current vehicles specifically the ladder truck.

Police Small Equipment

The laptop upgrade for \$27,910 was discussed. G. Fleury asked Chief Lane the likelihood of approval of the grant to help offset this cost. Chief Lane indicated that the grant is a 50/50 matching grant through federal highway safety funds that comes through the State in the amount of \$8,500 which will reduce the total cost to \$19,410. He is fairly confident that if the funds remain available at the federal level, the grant will be awarded.

There was a brief discussion regarding dispatch services.

Public Works

The 6-wheeler that is being replaced was questioned. J. Boisvert stated that the truck they are proposing to replace is now the #6 which is a 1995 and is in worse shape than #5 which is a 1994. The 1995 will be traded in. The CIP report needs to be updated to reflect this change. D. Jodoin will follow up.

T. Courtemanche inquired as to the maintenance costs on both trucks. J. Boisvert indicated that maintenance costs for the #6 truck are higher. T. Courtemanche is concerned about the maintenance cost for the truck not being replaced.

F. Kline gave a brief history of public works vehicle requests and that through budget constraints in prior years, these items have already been pushed out two years.

G. Fleury questioned whether it makes sense to deposit the entire \$225,000 into a CRF when the funds will not be available until 2011 as opposed to putting it into the operating budget. It will have no impact on the tax rate as the same amount of money will be raised and appropriated and the funds will be available earlier which will save on maintenance costs for the old vehicle.

D. Jodoin indicated that the deposit could be changed to appear in the operating budget as capital outlay. D. Sheldon suggested that the deposit be reduced from \$225,000 to \$75,000 with the remaining \$150,000 appearing in the operating budget.

Roads

\$606,090 - raised by taxes; not a capital reserve item.

Sidewalk Repairs

F. Kline indicated that last year, the Board of Selectmen decided to fund sidewalk repairs out of the operating budget; not capital reserve. The committee agreed that the \$30,000 for sidewalk repairs should again be funded through taxes versus capital reserve.

Bridge Repair

F. Kline submitted that this be brought to \$0 as there is enough funds in the account to cover any bridge repair that may be needed (\$91,156).

Recreation

The current balance in the CRF fund is \$69,884 with a proposed balanced in 2010 of \$96,884 based on a \$35,000 deposit and an \$8,000 expenditure for a new mower. The high dollar amount of this account was brought into question. D. Jodoin explained the requested CIP needs through 2015 which includes; irrigation, resurface tennis courts, two basketball courts, baseball/softball fields, skateboard park construction.

It was agreed that more discussion will be needed during the deliberative session immediately following the public hearing.

Water/Sewer

Water and Sewer are self funded through user fees.

School District

F. Kline reminded the committee that \$25,000 for technology upgrades and \$20,000 for redundant servers are capital reserve items. The \$337,000 for roof repairs at Pembroke Academy is being considered for potential inclusion during Honeywell Phase 2 project. The roof itself can not be part of the Honeywell project however the insulation can. There will be a budget hearing and a special school district meeting this month on the Honeywell project.

B. Christianson asked for an update on his question at the last meeting regarding the fiber upgrade. F. Kline stated that he has not received an update.

F. Kline asked if there were any further comments. There being none, he closed the public hearing at 7:55 PM.

5. Voting

The Committee reviewed each item on the schedule and votes were taken recommending each item with high, medium or low priority.

Municipal Facilities

Municipal Facilities CRF Request \$10,000 High – 7 Votes

Public Works

Salt Shed \$75,000 High – 6 Votes Medium – 1 Vote

Generator \$45,000 High – 1 Vote Medium – 6 Votes

Although there may be a 50/50 matching grant available for a generator, the vote was taken based only upon the need for a generator; not the amount requested for it. F. Kline asked Chief Lane his opinion of the likelihood of the grant. Chief Lane is unsure but is attending a meeting on September 11th regarding this grant.

Town Hall

Flooring \$8,600 Medium – 5 Votes Low – 2 Votes

Library

Flooring \$4,000 Withdrawn

Handicapped Access \$2,000 Pending

Exterior Repairs \$2,000 Withdrawn

Projector \$1,500 Withdrawn

Furniture \$2,600 Withdrawn

All requests have been withdrawn due to the necessity of repairing the exterior of the Library therefore no voting took place. However, the committee agreed that the request for the handicapped door would be given a “pending” status as this item could possibly be included in the library’s 2010 operating budget.

Safety Center

Heating System/Fire Department Side \$24,000 No consensus as proposed

Air Conditioning/Fire Department Side \$22,000 No consensus as proposed

Options for replacing all or part of the heating system were discussed as well as adding air conditioning. The committee could not reach a decision as it is unclear which alternative would be most beneficial. More information is needed before a decision is made. J. Boisvert will follow up with LDG. F. Kline will prepare language to the committee’s decision.

Digital Video Recorder \$4,500 High – 6 Votes Medium – 1 Vote

Town Clock

Restore Windows \$5,600 High – 4 Votes Medium – 2 Votes Low – 1 Vote

Property Revaluation/Update CRF Request \$10,000 High – 7 Votes

Cemetery

Capital Reserve Fund Request \$5,000 Low – 7 Votes
(Current CRF balance \$19,153)
Survey \$5,000 High – 5 Votes Medium – 2 Votes
Fencing \$15,000 Low – 7 Votes

Fire

Major Equipment CRF Request \$170,000 High – 7 Votes
Small Equipment CRF Request \$40,000 High – 7 Votes

Police

Police Cruisers CRF Request \$30,000 High – 7 Votes
Police Cruiser Replacement \$35,299 – High – 7 Votes
Small Equipment CRF Request \$13,500 High – 7 Votes
Laptop Upgrade \$27,910 High – 7 Votes

Public Works

Highway Division

Major Equipment CRF Request \$75,000 High – 7 Votes
This item was amended from \$225,000. It was agreed that the \$150,000 for the dump truck will be included in the highway department's 2010 operating budget as capital outlay.
Replace 6-Wheel Dump Truck #6 (1995) \$150,000 High – 7 Votes
Ford Tractor (1988) / Mini Excavator \$65,000 High – 6 Votes Medium – 1 Vote
4-Ton Trailer / 6 Ton Trailer \$6,100 High – 6 Votes Medium – 1 Vote

Roads

Road Reconstruction/Repair \$606,090 High – 7 Votes

Sidewalk Maintenance/Repair CRF \$30,000 Voted unanimously to reduce to \$0

(Current CRF balance \$42,190)
Sidewalk Repairs \$30,000 High – 3 Votes Medium – 3 Votes Low – 1 Vote
It was agreed that sidewalk repairs will be listed in the town's 2010 operating budget

Bridge Repair/Replacement CRF Request \$30,000 Voted unanimously to reduce to \$0
(Current CRF balance \$91,156)

Recreation

Recreation Facilities CRF Request \$35,000 Voted unanimously to reduce to \$0
(Current CRF balance \$69,884)
Mower \$8,000 High – 6 Votes Medium – 1 Vote

Library

Library Books CRF Request \$3,500 Low – 7 Votes

CIP Minutes
September 9, 2009
Page 7 of 7

(Current CRF balance \$6,632)

Books \$3,000 Low – 7 Votes

There are funds available (interest only) in the Foss Book Fund that can be utilized.

Sewer/Water

Sewer and Water are self funded through user fees and permits. No CIP votes required.

School District

Technology Upgrades \$25,000 High – 1 Vote Low – 6 Votes

Redundant Servers \$20,000 High – 5 Votes Medium – 2 Votes

Roof Repairs \$337,000 High – 3 Votes Medium – 4 Votes

6. Approval of Minutes

A motion to approve the minutes of 9/2/2009 as presented was made by B. Christianson, seconded by D. Schuett, and passed 6-0. R. Michaud abstained as she was not present at the meeting.

7. Other

The capital reserve accounts will be discussed at the next meeting.

8. Adjournment – A motion to adjourn the meeting at 9:26 PM was made by F. Kline, seconded by T. Courtemanche and passed by unanimous vote.

Meeting Schedule – Meetings will be held at Town Hall and will begin at 6:30 PM.

September 16th - CIP Final Approval

October 5th - CIP Presentation to Selectmen