

**BUDGET COMMITTEE
TOWN OF PEMBROKE, NH
October 17, 2019 at 6:30 PM**

Karen Yeaton, Chairman, called the meeting to order at 6:30 p.m.

I. Attendance:

Present: Karen Yeaton, Dan Crean, Michael Connor, Brian Seaworth, Gerry Fleury, Marie Chouinard, Paul Hanson, Andy Camidge, Armand Soucy

Staff: Recording Secretary Jillian McNeil, Town Administrator David Jodoin

Excused: Connie Soucy

II. Approve of Minutes:

Dan Crean made a motion to approve the May 9, 2019 meeting minutes. Michael Connor seconded the motion. Motion passed 9-0 with Paul Hanson and Andy Camidge abstaining.

III. Presentation of 2020 Capital Improvement Plan:

Gerry Fleury, Chair of the Capital Improvement Plan Committee, presented the ratings and requests for the 2020 Budget.

MUNICIPAL FACILITIES REQUESTS:		High	Medium	Low
Municipal Facilities CRF Request	\$30,000	6	1	0
Town Hall Security Cameras	\$9,000	6	1	0
WACO Doors/Windows/Garage Doors	\$20,000	2	4	1
DPW Security Cameras	\$9,408	6	1	0
Safety Center Roof	\$120,000	4	3	0
Safety Center Security Cameras	\$69,920	7	0	0
Library Roof	\$65,000	0	3	4

ENERGY FUND:		High	Medium	Low
Energy Efficiency CRF Request	\$20,000	0	1	6

PROPERTY REVALUATIONS/UPDATE:		High	Medium	Low
Property Reval/Update CRF Request	\$32,500	4	2	1

CEMETERY:		High	Medium	Low
Cemetery CRF Request	\$35,000	0	6	1
Paving Evergreen Cemetery	\$35,840	0	6	1

FIRE:		High	Medium	Low
Major Equipment CRF Request	\$140,000	6	1	0
Small Equipment CRF Request	\$10,000	7	0	0

POLICE:		High	Medium	Low
Police Cruiser CRF Request	\$55,000	5	2	0
Cruiser Replacement - SUV	\$52,195	3	3	1
Cruiser Replacement - Admin	\$45,195	4	0	3
Small Equipment CRF Request	\$10,000	3	0	4

PUBLIC WORKS:		High	Medium	Low
Major Equipment CRF Request	\$150,000	6	1	0
Front End Loader	\$175,000	7	0	0

ROADS:		High	Medium	Low
Roadway Infrastructure CRF Request	\$60,000	0	7	0
Road Reconstruction	\$285,300	No Votes Taken*		

*Part of Town Operating Budget

RECREATION:		High	Medium	Low
Recreation Facilities CRF Request	\$20,000	4	3	0
Bathrooms	\$10,000	2	1	3
Fencing	\$31,200	0	4	2
Re-Surface Tennis Courts	\$2,557	3	2	1
Re-Surface Basketball Courts	\$5,473	3	2	1

WATER:		High	Medium	Low
Water CRF I	\$55,000	NO VOTES TAKEN PAID BY USER FEES		
Infrastructure	\$55,000			
Water CRF II	\$32,000			
Vehicles/Equipment	\$32,000			

SEWER:		High	Medium	Low
Equipment and Buildings	\$65,000	NO VOTES TAKEN PAID BY USER FEES		
Pembroke Street Station Grinder	\$25,000			
Future Office Building	\$100,000			

SCHOOL DISTRICT:		High	Medium	Low
Replacement Flooring	\$20,000	5	1	0
Replacement Cameras and Maintenance	\$15,000	5	1	0
District Pick Up Truck	\$17,500	0	2	4
District Mowers	\$5,000	3	3	0

ADA Upgrades District Wide	\$25,000	3	2	1
Fire Life Safety	\$15,000	0	6	0
Pembroke Academy Stage Ramp	\$25,000	0	0	6
Exhaust Fume Hoods	\$7,500	1	2	3
Exterior Painting	\$10,000	4	2	0
Air System	\$15,000	3	3	0
Hot Water Heaters/Dishwasher	\$5,000	4	2	0
PA Gas Fired Heating Units	\$25,000	1	3	2
SAU Entrance	\$115,000	0	0	6
Paving District Wide	\$25,000	2	3	1

Andy Camidge asked for explanation as to why there are more requests for monies coming out the reserves than what is being requested to go in and is that with the assumption that not all of the projects will get funded. Gerry Fleury explained that a lot of projects are not completed in the year that they are planned. The objective of the capital reserves is to have an inflow of cash to keep a stable balance so that when expenditures come up, the tax rate will not see large peaks. Even though it was not covered tonight, the CIP report has the balances of what is currently in all of the reserve accounts. The report will be attached to the agenda for this meeting on the website and it will also be on the Capital Improvement Committee's page.

Brian Seaworth asked is there is a return on investment for the security cameras in regards to potential savings from insurance companies. David Jodoin explained that the Joint Loss Management Committee which includes a rep from our insurance company Primex and discussed cameras with the Police Department which lead to a discussion about town wide camera use and overall safety of town buildings. Primex just reaffirmed the Town's rating of Prime 3 which makes the Town eligible for "holiday credits" which are refunds and discounts. The camera systems could make the Town eligible for further incentives but nothing is guaranteed at this point.

IV. Other Business:

Karen Yeaton read some correspondence and communications into the minutes:

- On September 9th, the School Board sent communications that this year Andy Camidge will be the School Board representative for the Budget Committee.
- Peter Gagy is looking for an opening on the Budget Committee. Karen asked him to reach out to Tom Petit.
- Tom Petit reached out to Karen to let her know that Paul Hanson will be joining the Budget Committee.
- On August 27th, Karen sent an email to the Budget Committee asking if there were any additional asks of any departments and if there is anything different that they would like to see in the way each department was presenting their budgets. One of the requests was to see that the school provide a guide or tracking system to see line items that are being moved so committee members and residents can

better understand the changes to the budget. There was also requests for the school to provide an additional budget of the costs organized by school as well as a 3-year history.

- On September 4th, Karen reached out to the Chairman of the School Board and Patty Sherman requesting a meeting for Gerry and herself to talk about the upcoming schedule and to go over some of the requests. That meeting was schedule for October 3rd and subsequently cancelled due to scheduling conflicts. That meeting will be rescheduled.
- David Jodoin met with Karen on September 25th to go over the schedule and to discuss additional information needed from departments.
- October 15th, Department of Revenue Administration set the 2019 tax rate at \$23.58. Broken down that is \$5.75 for town, \$2.50 for county, \$13.45 for local education, and \$1.88 for state education. The tax bill mailing date is set for October 25th with a due date of December 2nd.
- On September 8th David sent an email with an FYI that there will be 53 payrolls in 2020.

Gerry Fleury asked if there is a tentative re-schedule date for the meeting with the School Board and Patty Sherman. Karen answered that there is not at this time.

Selectmen will finalize the budget on Monday, October 21st. The budget binders will be handed out at the next meeting on November 14th.

V. Adjourn:

Gerry Fleury made a motion to adjourn at 7:43 PM. Marie Chouinard seconded the motion and it was approved unanimously.

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Karen Yeaton, Chairman

For more detailed information, the meetings are now taped and can be seen on www.townhallstreams.com click on Pembroke NH and look for the day of the meeting under the month.