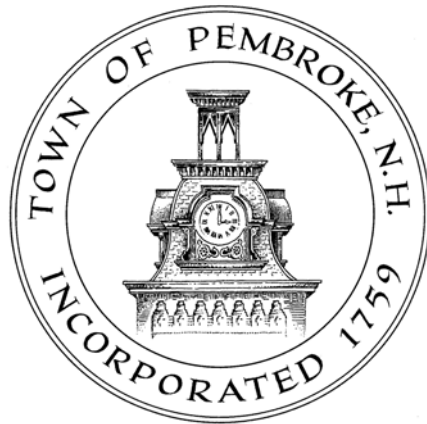


TOWN OF PEMBROKE, NEW HAMPSHIRE
CAPITAL IMPROVEMENT PROGRAM
2018 - 2023



Pembroke Capital Improvement Program Committee

Adopted

8/30/17

CIP COMMITTEE MEMBERS:

Gerry Fleury, Chair, Budget Committee Representative
Janna Culberson, Vice Chair, School Board Representative
Tina Courtemanche, Selectmen Representative
David Sheldon, Alternate Selectmen Representative
Bryan Christiansen, Citizen Representative
Rosemarie Michaud, Citizen Representative
Dianne Schuett, Citizen Representative
Larry Young, Planning Board Representative

**THE TOWN OF PEMBROKE
CAPITAL IMPROVEMENT PROGRAM**

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THE TOWN OF PEMBROKE CAPITAL IMPROVEMENT PROGRAM

SCHEDULE AND RECOMMENDATIONS YEARS 2017-2022

Background and Process

The Capital Improvement Program has been a fundamental component of long range planning in the Town of Pembroke since the mid 1980's. In 2003, the Town voted to create an independent CIP Committee, in accordance with RSA 674:5-8, to annually prepare the CIP.

The process begins with the Town Departments and School District identifying their capital needs over a 6-year horizon period. Capital needs are defined as any project that requires the expenditure of \$10,000 or more for the purchase, renovation, construction or replacement of the physical assets of the Town. The CIP Committee meets with all Town Departments and School Board Representatives and evaluates and prioritizes the project proposals. The Committee may alter requests by increasing, decreasing, or eliminating projects. The Committee then reviews three methods of funding projects. Those methods are:

1. Appropriation – this method raises the entire cost of the project in one budget year. Funding by this method can cause significant swings in the tax rate.
2. Capital Reserve Fund – this method creates a fund for a specific purpose, similar to a savings account, into which monies are set aside in relatively even amounts over a period of budget years consistent with funding approved project(s). This method minimizes the swings in the tax rate from year to year.
3. Borrowing – This method involves borrowing the monies to fund a project by either issuing bonds or entering into a lease/purchasing agreement, similar to a mortgage or car loan. This method is more costly as there are interest costs and fees associated with it but may be appropriate for large projects.

After a public hearing, the Committee considers input from the hearing and then adopts the CIP document and presents it to the Selectmen and Budget Committee for consideration in preparing the annual Town and School budgets.

The 2018-2023 CIP

Attached is the 2018-2023 Capital Improvements Program. Please note that for purposes of the annual budget, the CIP Committee has voted a priority ranking only for the projects proposed for the year 2018. The Committee annually reviews the schedule and makes a recommendation when a project will be implemented in the next yearly budget.

MUNICIPAL FACILITIES

I. MUNICIPAL FACILITIES CAPITAL RESERVE FUND DEPOSITS

Project Description: The purpose of this fund is to provide a funding mechanism for future repairs, renovations or replacement for all municipal facilities, including the Library and the Perry Eaton Building.

Amount Requested: \$10,000 in 2018 from taxation.

Committee Vote: High Priority – 3; Medium – 3

A. MEETING ROOM DOORS / REAR ENTRY DOOR

Project Description: Install new energy efficient rear door to meeting room and install new weather stripping on meeting room doors on both floors.

Amount Requested: \$3,895 in 2018 from Capital Reserve.

Committee Vote: High Priority – 6

B. ENTRY WAY ADA ACCESSIBILITY

Project Description: Install electronic door opener

Amount Requested: \$20,000 in 2018 from Capital Reserve.

Committee Vote: High Priority – 2; Medium – 4

ENERGY EFFICIENCY FUND

II. ENERGY EFFICIENCY CAPITAL RESERVE FUND DEPOSITS

Project Description: Town meeting in March of 2007 voted to create an Energy Advisory Committee. The general purpose of the Energy Advisory Committee shall be to develop goals and objectives to improve energy efficiency of municipal buildings, facilities, equipment and vehicles to make them as energy efficient as possible and create a safer environment for the future.

Amount Requested: \$30,000 in 2018 from taxation.

Committee Vote: Medium Priority – 4; Low - 2

PROPERTY REVALUATION / UPDATE

III. PROPERTY REVALUATION / UPDATE CAPITAL RESERVE FUND DEPOSITS

Project Description: Every five years, the State of New Hampshire mandates that towns perform property updates or revaluations in order to be certified that all properties are fully and equitably assessed.

Amount Requested: \$32,500 in 2018 from taxation.

Committee Vote: High Priority – 4; Medium - 2

CEMETERY COMMISSION

IV. CEMETERY CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is set up for maintenance and repair issues for all Town Cemeteries.

Amount Requested: \$10,000 in 2018 from taxation.

Committee Vote: High Priority – 2; Medium - 4

A. PEMBROKE STREET CEMETERY

Project Description: Stump Grinding.

Amount Requested: \$5,500 in 2018 from Capital Reserve.

Committee Vote: High Priority – 2; Medium - 4

B. PEMBROKE STREET CEMETERY

Project Description: Monument repairs

Amount Requested: \$3,500 in 2018 from Capital Reserve.

Committee Vote: High Priority – 2; Medium – 4

PEMBROKE FIRE DEPARTMENT

V. MAJOR FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

- Project Description:** This fund is used to replace major fire apparatus. An annual deposit will allow anticipated purchases to be made with a consistent effect on the tax rate.
- Amount Requested:** \$135,000 in 2018 from taxation.
- Committee Vote:** High Priority – 4; Medium - 2

VI. SMALL FIRE EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

- Project Description:** This fund is used for the purchase of items such as replacing breathing apparatus and radios.
- Amount Requested:** \$10,000 in 2018 from taxation.
- Committee Vote:** High Priority – 6

A. MOBILE RADIOS

- Project Description:** Replace Mobile Radios.
- Amount Requested:** \$70,000 in 2018 from Capital Reserve.
- Committee Vote:** High Priority – 6

AMBULANCE

VII. AMBULANCE SPECIAL RESERVE ACCOUNT

Project Description: The current Ambulance service is handled through an Intermunicipal agreement with the Town of Pembroke and Allenstown. Pembroke is responsible for the financial management of the service. All employees of the service are Pembroke employees.

Amount Requested: User fees from the service are deposited into a special savings account to purchase future capital expenditures.

Committee Vote: N/A. The committee did not place a vote on this item as the costs are raised through user fees.

PEMBROKE POLICE DEPARTMENT

VIII. POLICE CRUISER REPLACEMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund was established to stabilize the funding of cruisers for the Police Department. The Police Department has developed a detailed replacement schedule for police cruisers. The schedule calls for two cruisers to be replaced every other year and one to be replaced in the off years.

Amount Requested: \$55,000 in 2018 from taxation.

Committee Vote: High Priority – 4; Medium – 2

A. CRUISER

Project Description: New Cruiser Replacements

Amount Requested: \$45,859 in 2018 from Capital Reserve.

Committee Vote: High Priority – 4; Medium – 2

Committee Vote: High Priority – 3; Medium – 3; Low - 1

IX. SMALL EQUIPMENT REPLACEMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: This fund is used to purchase items such as ballistic body armor vests for officers, weapons, and communication items.

Amount Requested: \$13,500 in 2018 from taxation.

Committee Vote: High Priority – 5; Medium - 1

PUBLIC WORKS DEPARTMENT

X. TOWN EQUIPMENT CAPITAL RESERVE FUND DEPOSITS

Project Description: The Town has set aside annual deposits to the fund. This fund is used to purchase the major highway equipment scheduled for replacement. Annual funding will allow anticipated purchases to be made with a consistent effect on the tax rate.

Amount Requested: \$200,000 in 2018 from taxation.

Committee Vote: High Priority – 4; Medium - 2

A. TRAILER

Project Description: Trailer for Mini Excavator

Amount Requested: \$11,810 in 2018 from Capital Reserve.

Committee Vote: High Priority – 4; Medium - 2

B. SIDEWALK PLOW

Project Description: This attachment is used with the Trackless machine to plow all sidewalks.

Amount Requested: \$127,000 in 2018 from Capital Reserve.

Committee Vote: High Priority – 4; Medium – 3

C. MINI EXCAVATOR

Project Description: This piece of machinery will be used for roadwork, ditching, and to get into tight areas that the backhoe and loader cannot get to.

Amount Requested: \$80,000 in 2018 from Capital Reserve.

Committee Vote: High Priority – 4; Medium – 2

D. BOX PLOW

Project Description: This attachment will be used with the loader for snow removal.

Amount Requested: \$4,709 in 2018 from Capital Reserve.

Committee Vote: High Priority – 2; Medium – 4

PUBLIC WORKS DEPARTMENT – ROADS PROGRAM

XI. ROAD RECONSTRUCTION / REPAIR

Project Description: To efficiently address the town’s roadways, the Public Works Department in conjunction with the Roads Committee and the Board of Selectman will adopt a road repair and reconstruction program on an annual basis. The funding for 2018 will be adjusted to cover the cost of the Pembroke Hill bond.

Amount Requested: \$323,115 in 2018 from taxation.

Committee Vote: High Priority - 6

PEMBROKE RECREATION COMMITTEE

XII. RECREATION FACILITIES CAPITAL RESERVE FUND DEPOSIT

Project Description: This fund is used for the construction and major maintenance and repair of various recreational facilities as proposed by the Recreation Committee.

Amount Requested: \$15,000 in 2018 from taxation.

Committee Vote: Medium Priority – 5; Low - 1

A. FENCING

Project Description: Fencing would include installing a fence around the basketball courts and re-installing the fabric on the softball field.

Amount Requested: \$4,600 in 2018 from Capital Reserve.

Committee Vote: Medium Priority – 3; Low - 3

B. BATHROOM

Project Description: Renovations of bathrooms to include a handicapped accessible toilet

Amount Requested: \$33,800 in 2018 from Capital Reserve.

Committee Vote: High Priority – 1; Medium – 3; Low - 2

TOWN OF PEMBROKE - SEWER

XIII. CAPITAL RESERVE FUND – SEWER

Project Description: There are currently four capital reserve funds. Money allocated to these funds comes primarily from user and permit fees.

Amount Requested: User fees deposited to the Capital Reserve Funds and then withdrawn for the proposed expenditures.

Committee Vote: N/A. The committee did not place a vote on this item as the costs are raised through user fees.

TOWN OF PEMBROKE - WATER

XIV. CAPITAL RESERVE FUNDS DEPOSIT - WATER

- Project Description:** There are currently two capital reserve funds for the expansion, maintenance, and repair of water infrastructure and equipment. Money allocated to these funds comes from user fees. The current spreadsheet shows the projected expenses that the Water Department will make which will be offset by user fees.
- Amount Requested:** User fees deposited to Capital Reserve Funds and then withdrawn for the proposed expenditures.
- Committee Vote:** N/A. The Committee did not place a vote on this item as the costs are raised through user fees.

SCHOOL DISTRICT

XV. FIRE PANELS / STROBES / HORNS / SPRINKLER

Project Description: Install and replacement of fire panels, strobes/horns and sprinklers

Amount Requested: \$100,000 in 2018/19. It is not clear how the school plans to fund this item.

Committee Vote: High Priority – 5; Medium – 1

XVII. PEMBROKE ACADEMY STAGE RAMP

Project Description: Renovate ramp on side of stage per ADA and fire life safety

Amount Requested: \$25,000 in 2018/19. It is not clear how the school plans to fund this item.

Committee Vote: Medium Priority – 2; Low - 4

XVIII. WOODSHOP DUST COLLECTION SYSTEM

Project Description: Install outdoor dust collection system and make up air system

Amount Requested: \$35,000 in 2018/19. It is not clear how the school plans to fund this item.

Committee Vote: Medium Priority – 4; Low – 2

XIX. PA/THREE RIVERS EXHAUST FUME HOODS

Project Description: Certify and extend exhaust fume hoods

Amount Requested: \$26,000 in 2018/19. It is not clear how the school plans to fund this item.

Committee Vote: Medium Priority – 4; Low – 2

XX. THREE RIVERS MASONRY REPAIR OUTSIDE BOILER ROOM

Project Description: Repair masonry outside of boiler room

Amount Requested: \$5,000 in 2018/19. It is not clear how the school plans to fund this item.

Committee Vote: Medium Priority – 1; Low – 5

XXI. PA SAU ENTRANCE

Project Description: Build new stairs and ramp to meet ADA standards.

Amount Requested: \$105,000 in 2018/19 from Bonding.

Committee Vote: Medium Priority – 2; Low – 4

XXII. HILL RENOVATIONS

Project Description: Addition onto building to support Village School move.

Amount Requested: \$10,000,000 in 2018/19 from Bonding.

Committee Vote: The Committee did not vote on this item.

At this time the Pembroke School District has not decided on whether or not the bond will be requested in 2018/2019. There is also uncertainty with regards to how the other items will be funded.