

**Town of Pelham
CIP Subcommittee Minutes
June 28, 2023**

LOCATION: Pelham Town Hall Conference Room, 6 Village Green, Pelham, NH

MEMBERS IN ATTENDANCE:

Danielle Masse Quinn
Jenn Beauregard
Bob Sherman
Garret Abare
Charlene Takesian
Heather Forde

MEMBER NOT IN ATTENDANCE:

Sam Thomas
Bruce Bilapka
Jim Bergeron
Kevin Cote

OTHERS IN ATTENDANCE

Brian Johnson, Parks and Recreation (present from 6:00pm to 6:15pm)
Bob Long, Transfer Station (present from 6:15 to 6:30pm)

Meeting was called to order at 6:00pm by Danielle Masse Quinn.

The committee reviewed and discussed the following submissions:

II. Police Department

The Chief had an emergency and was unable to attend this meeting. She explained in an email to the Planning Director that she is currently working with a company out of New York for a prefab animal kennel and is working on pricing for a concrete slab and everything needed for it. She believes this will be the most affordable choice and will get this information to us prior to the next meeting. We will invite her to come to that meeting as well.

2024 Submissions:

- A. **Animal Control Center – Department Head’s Priority Ranking: 1 out of 3. Year needed ASAP. Estimated cost: TBD.** Current location on Simpson Mill Road is over 40 years old, concerns with HVAC, roofing, fencing, wood portions of the structure, electrical, and water. The facility does not have any bathroom facilities. It also does not have the standards or sizes for properly sheltering, separating, and quarantining animals. With 2023 funds, the PD hired an architect/engineering firm to draw up conceptual plans and updated building costs. They have not yet received these items and will forward them to the committee once received. 05/24/2023 Meeting update: Jenn reached out to Chief Perriello for an update. Also, she mentions that the BOS have tentatively agreed to locate a new shelter in between the Library and PD. She asked the Chief to explain when she will know if she is pursuing the current location or the new location and how that will or will not affect the cost. Currently the committee left last year’s estimate on the spreadsheet at a place holder. 6/21/2023 Meeting update: The Planning Director and Building Inspector met with the Chief between the last meeting and this one. The Chief explained that she received a quote from an architect recommended by the Building Inspector’s advice, and it was much more than anticipated. Jenn explained to the committee that she was going to research other companies and Roland recommended a Morton Building, like what was used at the Highway Department. The Chief thought this cost of the project may be as high as \$600K. The Committee was all in agreement that that number was too high. Charlene asked if the committee had the ability to recommend a “do not exceed” amount. Jenn will look into the answer for that but believed the committee could recommend whatever they felt was appropriate. Bruce suggested the possibility of a Reeds Ferry Shed. Danielle stated that she currently uses one for her animals. Jenn will pass that information on to the Chief to see if that was a feasible option. Until then, the committee left the last year’s number in place. We will ask her to attend the next meeting.
- B. **Remodel/Expansion/Expansion – Department Head’s Priority Ranking: 2 out of 3. Year needed ASAP. Estimated cost: \$92,850.** The Police Department was constructed in 2003 with the expectation that the agency would outgrow capacity in 20 years. Growth over the past 20 years has caused them to exceed their current capacity for custodial evidence, locker room space (not enough lockers for male officers), and the fitness facility is not designed for contemporary police use of force training and fitness training. 05/24/2023 Meeting update: The submission did not contain an estimate. I’ve reached out to the Chief to provide the committee with a written estimate. The Chief does explain that the final cost may be less than the estimated costs since the PD is doing a lot of the work themselves and they have also received some donations. 6/21/2023 Meeting update: Since the last meeting, the Planning Director and Building Inspector met with the Chief. She shared some quotes she had received and gave them a tour

of the work that needed to be done as well as some of the work they've already completed on their own. The building inspector had some good suggestions to the plan that could help bring the cost down and better utilize the space. She is going to work on updating the plan and the quote and will try to have it for the next CIP meeting.

- C. **Records Management System (RMS)** – Department Head's Priority Ranking: **3 out of 3. Year needed 2025. Estimated Cost: \$351,718.00.** PD's current system is nearing the end of life. The current platform being used has announced that within the next five years, they will no longer be updating or providing support. Due to these reasons, the PD is looking into replacing the service and using a company that would move the server to the cloud rather than a physical server at the agency. The RMS is sensitive and currently anyone who the PD has contact with has their personal demographics contained in the system. The PD is mandated to hold accident reports, incident reports, and arrests for a specific time. 05/24/2023 Meeting Update: The Chief is going to seek approval from the BOS to use surplus funds at the end of this year towards the purchase of a new system. In addition, the Chief would like to set up a Capital Reserve Fund of \$25,000 - \$100,000 per year depending on what's available. An email was sent to the Chief to ask what she believed her surplus will be at the end of 2023 and how it would affect the cost. Also, the committee asked if the \$71,548.08 first year subscription fee was included in the total estimate and if this would be a yearly fee. 6/21/2023 Meeting Update: The committee would ask for more clarification at the next meeting where the Chief would be in attendance.

III. **Fire Department**

2024 Submissions:

- A. **Replace Ambulance 2** – Department Head's Priority Ranking: **2 of 3. Year needed 2025. Estimated Cost: \$330,000.** Ambulance 2 is a 2013 International ambulance on a GMC Chassis. The FD changed their specs to Ford F550 which is slightly smaller and less cost. The department operates 3 ambulances with a 12-year cycle. The new vehicle operates for 4 years as primary response vehicle and then moves to second position where the 2 older vehicles rotate to distribute usage. The ambulances raise revenue of approx. \$340,000/year. This is a zero-tax impact project since the money withdrawn from the Ambulance Capital Reserve fund that can only be spent for the purchase of an ambulance. **6/21/2023 Meeting Update: There were no new questions.**
- B. **4-Bay Garage** – Department Head's Priority Ranking: **1 of 3. Year needed 2025. Estimated Cost: \$350,000.** The FD is proposing to construct a colonial

style 4-bay garage w/dormers off the building roof to maximize usable space. The area would be used for storage that is lacking in the Fire Station. Would have electricity but no plumbing. 05/24/2023 Meeting Update: Currently, the Chief received a verbal estimate from The Dubay Group. The committee asked if the Fire Chief would be willing to put \$10,000 in his 2024 operating budget to cover the cost of an engineered plan to be developed. He indicated that he would absolutely be willing to do so. **6/21/2023 Meeting Update: There were no new questions.**

- C. **Replace Engine 3 – Department Head’s Priority Ranking: 3 of 3. Year needed 2026. Estimated Cost: \$950,000.** FD is seeking to replace Engine 3 which will be 22 years old when it gets replaced because the build time is 1 ½ - 2 years. The vehicle was purchased without stainless steel body which caused significant corrosion issues. 05/24/2023 Meeting Update: There is no cost estimate at this time since the Chief cannot obtain an estimate for 3 years from now. The committee discussed splitting this cost up between three years. The Chief was in support of this approach and explained that he would like to set up a Capital Reserve Fund similar as what the currently have set up for the Ambulances using funds generated through the FD. I asked the Chief to type up his proposal so it could be shared with the CIP Committee to review and comment on to the BOS and Budget Committee. **06/21/2023 Meeting Update: We have not received anything new from the Chief.**

IV. Highway Department

2024 Submissions:

- A. **2010 Dump Truck Replacement – Department Head’s Priority Ranking: 1 of 2. Year needed 2024. Estimated Cost: \$186,563.** This truck is 13 years old and has been housed outside for 11 years. It has significant rust on hydraulic connections and has extensive repair bills. The committee was a bit confused by the number of quotes attached. Rhonda Whittier of the Highway Department confirmed that they obtained multiple quotes that she shared with the committee, however, the amount on the worksheet is consistent with the quote the Highway Agent would like to pursue.
- B. **2012 Backhoe Replacement Department Head’s Priority Ranking: 2 of 2. Year needed 2025. Estimated Cost: \$159,109.** The Highway Department would like to replace their backhoe and recycle it but giving the existing backhoe to the Transfer Station since the Transfer Station would like to replace their 2004 backhoe. The current backhoe still has 10+ years remaining if taken care of properly. 05/24/2023 Meeting Update: This is where the Committee left off and

will continue from at the next meeting. **06/21/2023 Meeting Update: The committee has not yet discussed these submissions.**

V. SOLID WASTE DISPOSAL (Transfer Station)

Bob Long of the Transfer station was present to answer questions.

2024 Submissions:

- A. F-600 Dump Truck – Department Head’s Priority Ranking: 1 of 4. Year needed 2024. Estimated Cost: \$87,862.00.** They received three quotes for dump bodies. Purchasing this truck will alleviate on haul fees. This will also allow the department to separate and deliver valuable metals themselves. **06/28/24 Meeting update: Bob Long answered questions for the committee. He explained that this truck would not be used for plowing or sanding. It will allow them to separate aluminum, glass, and copper which will generate additional revenue for the town. Also, by delivering their own aluminum they will be saving the town money. He estimates the savings and revenue to equal about \$7,000 - \$10,000. Currently Haul costs \$180/month and is projected to go up to \$270/month next year.**
- B. Skid Steer – Department Head’s Priority Ranking: 2 of 4. Year needed 2025. Estimated Cost: \$57,400.00.** This would be to replace the 2017 JCB. They have been fixing/repairing and feels it is getting too much in repairs on this piece of equipment. In the last 3 years, they have spent approximately \$12,000 and thinks this should be replaced in the next 1-2 years. **06/28/2023 Meeting Update: The committee asked Bob why this was in his submittals since it did not reach the \$75,000 threshold. He explained that the quote he provided was if he were to purchase it now, however, the cost is expected to go up to at least \$75,000 next year and in trying to do good planning, he wanted to make the town aware now. The committee agreed to put this as a \$75,000 place holder.**
- C. 2001 75-Yard Trailer – Department Head’s Priority Ranking: 3 of 4. Year needed 2030. Estimated cost: 111,875.00.** Trailer #474 is a 2001, 75-yard trailer. It was rebuilt in 2018/2019. At that cost of \$40,000. By the year 2030 they would like to replace this. Department Head would like to start a fund, by putting \$20,000 aside each year for purchase when the facility needs to replace this. **06/28/2023 Meeting Update: The committee would like to discuss the option of setting up a fund. Some members find it could be a good idea and others disagree. However, the committee appreciated the Department Head planning so far into the future.**

- D. **100-Yard Trailer** – Department Head’s Priority Ranking: 4 of 4. Year needed 2030/2033. Estimated cost: \$101,985.00. Trailer #475 is a 2008. It would be near the end of its life use, in approximately 2025+/- . Some work was done on this trailer in 2018/2019 to bring it up to code. An additional 100-Yard trailer was purchased in 2021 as a backup, which is the quote used for reference. **06/28/2023 Meeting Update: The committee again commended the Department Head for good planning.**

VI. PARKS & RECREATION

Brian Johnson of Parks and Recreation was present to answer questions.

2024 Submissions:

- A. **Muldoon Playground Renovation** – Department Head’s Priority Ranking: 1 of 2. Year needed 2024. Estimated Cost: \$122,561.00. Muldoon Playground was built in 1997. Many of the structures are still in good shape but there are a few items that need to be addressed due to age and vandalism. In their 2022 annual insurance audit, the swings and swing bays were listed as items to monitor. This renovation would include new swing bays and updated swings as well as two tandem swings and two “mommy and me” swings in the tot swing bays to be more inclusive. They would also like to add a 20x24 shade structure to the playground. One of the reasons given by residents for not visiting is there being no shade. Picnic tables would be added under the structure. The slide is also showing its age. Two years ago, rotting wood was repaired by pouring new footings and reattaching the posts. Exposed concrete footings pose a safety risk to children. **06/28/2023 Meeting update: They have applied for a grant from LWCF which would be a 50/50 match. As of right now, he is unsure where the other funds would come from whether it be budget, fundraising, funds generated from their program account, etc.**
- B. **Raymond Park Restrooms, Storage, & Snack Shack Building** – Department Head’s Priority Ranking: 2 of 2. Estimated Cost: \$200,000.00. They are looking to improve their facility and patron’s experience. Currently, porta toilets are be used at tis location. The addition of this building would improve patron’s experience and offering a snack shack would help the programs raise money. **06/28/2023 Meeting Update: Brian received a verbal quote from the Building Inspector. If he decides to proceed with this, he will gather additional quotes next year. Due to water constraints, he is unsure if he will continue to advance this request. This is where the committee left off.**

It was discussed to ask the follow Department Heads to attend next week's meeting:

Chief Anne Perriello, Police Department

Sara Landry, Hobbs Community Center

Deb Mahoney or Chip McGee, School District

The next meeting will take place on July 12, 2023. The meeting ended at approximately 7:30pm.

Respectfully submitted,

Jenn Beauregard

Planning Director