

**Town of Pelham  
CIP Subcommittee Minutes  
June 21, 2023**

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

**MEMBERS IN ATTENDANCE:**

Danielle Masse Quinn  
Jenn Beauregard  
Bruce Bilapka  
Garret Abare  
Charlene Takesian

**MEMBER NOT IN ATTENDANCE:**

Sam Thomas  
Bob Sherman  
Jim Bergeron  
Kevin Cote

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

At the last meeting, the committee asked Jenn to reach out to the BOS to appoint an alternate selectmen representative in the event that Kevin Cote could not make a meeting. The BOS appointed Charlene Takesian and Heather Forde to both act as representatives. Between the three members, the Board thought the Selectmen would be well represented.

The committee reviewed and discussed the following submissions:

**II. Police Department**

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 suggested 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.**

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

Bob Long, Transfer Station  
Brian Johnson, Parks and Recreation  
Chief Anne Perriello, Police Department

The next meeting will take place on June 28, 2023. The meeting ended at approximately 7:30pm.

Respectfully submitted,

Jenn Beauregard  
Planning Director