

**Town of Pelham  
CIP Subcommittee Minutes  
May 24, 2023**

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

**MEMBERS IN ATTENDANCE:**

Sam Thomas  
Danielle Masse Quinn  
Jenn Beauregard  
Bob Sherman  
Jim Bergeron  
Bruce Bilapka

**MEMBER NOT IN ATTENDANCE:**

Kevin Cote, Board of Selectmen Representative  
Garret Abare, Budget Committee Alternate

**Meeting was called to order at 6:00pm by Sam Thomas.**

Sam asked the committee to appoint Danielle Masse Quinn the Vice Chair to act on his behalf when he is unable. All were in agreement. The Committee also agreed to ask for an alternate from the BOS in case Kevin Cote was unable to attend. Jenn will send a message to the Board.

The committee reviewed and discussed the following submissions:

**II. Police Department**

Updates from 2023 Submissions:

- A. Radio Infrastructure – Priority Ranking “U”, Year 2023 Estimated Cost: \$511,588.00. **This project was completed last year in 2022 using surplus funds and can now be removed from the list.**
  
- B. Remodel/Expansion – Priority Ranking “N” Year 2023 Estimated Cost: \$82,628.00. This also had a footnote that the quote we had did not include plumbing and other potential cost items. **This was resubmitted this year.**

- C. Animal Control Center – Priority Ranking “N/R” Year 2024 Estimated Cost: \$274,409. This also had a footnote that it was moved to 2024 and \$10,000 would be added to the PD operating budget for design. **This was resubmitted this year.**

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. I’ve 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. I 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 as a place holder.**
- 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. **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.**
- 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. **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.**

### III. Fire Department

Updates from 2023 Submissions:

- A. Replace Ambulance 2 – Priority Ranking “C/N”, Year 2026 Estimated Cost: \$300,000. Capital Reserve Fund.
- B. Replace Engine 3 – Priority Ranking “N”, Year 2026 Estimated Cost: \$720,000.

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.
- 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. **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.**

- 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. **There is no cost estimate at this time since he’s not planning to purchase for three years. 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 to what is currently 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. He stated he would do this.**

#### IV. **Highway Department**

Updates from 2023 Submissions:

- A. **Catch Basin Cleaner** – Priority Ranking “D”, Year 2023 Estimated Cost \$318,522. There was a footnote that there may be a grant for this project to offset cost. **The grant was denied. This has been ordered this year using block grant funds.**
- B. **Culvert Replacement** – Priority Ranking “N”, Year 2023 Estimated Cost \$128,156. **The Highway Department confirmed that this is scheduled to be done this year. They are waiting on the Engineering Firm to complete the plan.**
- C. **2010 Dump Truck Replacement** – Priority Ranking “N”, Year 2024 Estimated Cost \$274,400. **This was resubmitted this year.**

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. **This is where the Committee left off and will continue from at the next meeting.**

The next meeting will take place on June 24, 2023. The meeting ended at approximately 7:30pm.

Respectfully submitted,

Jenn Beauregard  
Planning Director