

**Pembroke CIP Committee
Meeting Minutes
July 22, 2015, 6:00 PM**

1. Call to Order – Gerry called the meeting to order at 6:04 PM.

2. Attendance

Members: Gerry Fleury, Chair and Budget Committee Representative; Rosemarie Michaud, Vice Chair; Bryan Christiansen; Michael Crockwell, Selectmen Rep.; Larry Young, Planning Board Rep.; Janna Culberson, School Board Rep.; Tina Courtemanche, Alternate Selectmen Rep. *Others:* Dan Driscoll, School Board; Josh Coughlin, Facilities Director, Pembroke Academy
Absent: Dianne Schuett

3. Approval of Minutes 7/15/2015

A motion to approve the minutes of 7/15/2015 was made by Mike, seconded by Bryan, and passed by unanimous vote.

4. School District – 2016 CIP Requests

The following is a list a of CIP requests provided by the School District.

2016-2017	TRS Lockers	\$40,000
2016-2017	TRS Gym Bleachers	\$55,000
2016-2017	TRS Shingle Roofing	\$117,000
2017-2018	SAU Entrance	\$25,000
2017-2018	PA Parking Lot	\$50,000

Josh explained that this list was prepared by his predecessor, Jonathan Burnham, and he is in the process of creating a new list which is not yet complete. He indicated that it's possible this list could change substantially.

Josh explained that the lockers are too small and tired after 20 years and have undergone repairs over a ten year period. Students are carrying more items to school than in the past and since there is not enough room in the lockers, their items clutter the hallways. The lockers do lock however they are mostly used for storage. Larry asked if the current lockers could be used elsewhere e.g., Hill or Village School or for 5th grade students. Josh replied that Hill and Village School do not use lockers and all new lockers are needed at Three Rivers School.

Josh spoke to gym bleachers which do not provide enough seating and the seats are in poor condition due to wear over several years. He does not feel this is a top priority however students and the public could be at risk.

Gerry asked if it would be feasible and/or economically viable to recondition the bleachers versus replacement. Josh replied that they could probably be reconditioned however he is unsure at this time if it would make sense structurally or financially. Replacement bleachers however would provide additional seating; possibly enough to seat the entire student body (approximately 350 students). He intends to look into all options available. If the bleachers are replaced, he believes that the current bleachers will most likely be scrapped.

Josh believes that the shingle roof replacement carries a high priority. He cannot explain the cost listed and is in the process of obtaining updated cost information from Melanson Roofing. Tina asked how the roof will be funded. Dan replied that the School Board has not yet discussed funding for this project. Josh noted that the process of repairing damaged siding is underway; supplies have been ordered and the work is expected to begin in 2-3 weeks.

Josh explained that the SAU entrance steps are out of code and there is no handicap access ramp or safety rails. Further, the steps are uneven and pose a possible safety issue. Gerry recalled work done to the SAU building in which a stair lift was installed which met code at that time. A ramp was not installed due to the grade of the area and the significant length a ramp would have to be. Further, there would have been no covering over the ramp which would pose additional issues during the winter months with ice and falling snow. Gerry inquired as to what has changed, what their intentions are in order to bring the stairway to code, and if the stairs would be rebuilt or replaced. Rosemarie asked if the steps would have to meet ADA regulations if they are completely replaced. Josh explained that he is unsure at this time however he will be looking into all available options. Gerry requested more detail on what is being proposed as it becomes available.

The Pembroke Academy parking lot will need a recoat and catch basin repair. Josh believes this is for the SAU portion of the parking lot. He explained that it will involve shim and overlay, and the structures will need to be raised and lowered. There was a question concerning revenue from student parking and if it is used to fund parking lot repair/paving. Josh stated that this is not something he can answer however he agreed to take the question to Patti Sherman, Superintendent of Schools.

Gerry explained that it is not the role of the CIP Committee to approve or deny projects but rather to understand what the money is being spent for and rank projects in order of importance. This process is used in order to level expenditures for capital projects and to prevent a spike in the tax rate. He noted the importance of the Committee being informed of the methods that will be used for funding projects i.e. taxation, bonds, capital reserve. He requested updates, year to year, on all changes to proposed projects and the cost impact associated with the changes.

Gerry asked if the School's CIP requests have been approved by the School Board. Josh replied that he works under the direction of Patti Sherman. Patti then brings the information to the School Board or may request that he take the issues directly to the School Board himself.

Dan updated the Committee on the facilities study which is being performed to study all school district owned properties including buildings, equipment, fields, etc. He stated that it has been paid for using excess funds in the school's maintenance budget. The company performing the study is preparing a list of priorities in the form of a CIP plan for 10-15 years. The draft is due in November and depending on the results of the study, the list provided by the School District may change dramatically although it is unknown at this time how much.

At 6:38 PM the Committee viewed the bleachers and lockers.

5. General Discussion

Gerry informed the Committee that he will not be in attendance for the August 5th meeting. Rosemarie will chair the meeting in his absence.

6. Future Meetings

All meetings will be held at Town Hall at 6:00 PM unless otherwise noted.

July 29 th	Police Department, Admin/Municipal Facilities, Library, Water, Sewer
August 5 th	Public Hearing
August 12 th	CIP Ranking and Final Report
September 7 th	CIP Presentation to the Selectmen

7. Adjournment

A motion to adjourn the meeting at 6:57 PM was made by Bryan, seconded by Mike, and passed by unanimous vote.