

Capital Improvement Program (CIP) Committee  
August 10, 2016  
Location: Pembroke Academy Library

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Call to Order: 6:00pm

I. Attendance:

Larry Young-CIP	Joshua Coughlin-Facilities Director
Bryan Christiansen-CIP	Dan Driscoll
Tina Courtemanche-CIP	Mike Conner
Dianne Schuett-CIP	Bev Kawalski
Janna Culberson-CIP	
Rosemarie Michaud-CIP	
Gerry Fleury-CIP	

II. Approval of Minutes 8/3/16

Motion made by Rosemarie Michaud to approve the minutes from 8/3/16. Motion seconded by Tina Courtemanche.

Discussion: Please add Matt Gagne as the Water Works Department representative.

Motion passed at amended 5-0-2 as Janna Culberson and Bryan Christiansen abstained from the vote.

III. School District-2017 CIP Requests

Joshua Coughlin the Facilities Director of the Pembroke Schools was in attendance to present the CIP requests for the school district. An engineering study was completed on behalf of the school board to identify the current needs for all four schools. The report showed \$10 million dollars' worth of work that needed to be completed. A small group made up of the individuals met as a subcommittee to prioritize the repairs. A list was presented to the CIP committee for the amount of 1.6 million dollars. Per Joshua Coughlin all things on the list are Fire Safety, Life Safety and ADA Issues that need to be completed as soon as possible.

Gerry Fleury asked if all of the items are new. As he seems to remember a few of the items from previous years i.e. the exhaust fan. Yes this has been on the requests in years past however it we now believed to be an urgent issue that needs to be taken care.

Bryan Christiansen requested to know what happened to all of the other items on the list from the Engineering study. Joshua Coughlin stated that the list was reviewed in detail and the items presented were the most important. There are some items on the list that are being taken care of with the Honeywell Project and some that are being completed in house using the budget as it is. The list will be reviewed in the future and additional requests will be presented the upcoming years.

Gerry Fleury reminded the school representatives that the CIP Projections go out multiple years. Therefore it would help the committee greatly to see the potential requested amounts for the future. Joshua Coughlin stated he has a spreadsheet on the breakdown of the \$10 million dollars and what would be requested in the future. This will be sent to David Jodoin Town Administrator prior to the next CIP Meeting.

Dianne Schuett requested to know if all of the bathrooms need to be ADA compliant. No they do not however there are portions of some of the schools that one is needed as in the bathrooms by the gymnasium at the Village School. Although there are no complaints at this time the school would prefer not to wait until that point.

When looking at the requests there was a significant amount of money allocated for fixing different areas at the Village School. Rosemarie Michaud requested to know if we should out that amount of money towards a school that we are thinking of shutting down. It is felt by the Joshua Coughlin that the repairs need to happen as something bad could happen in the meantime. Nothing would happen in regards to the school shutting down for at least 3-5 years therefore repairs still need to be done.

There are also a lot of repairs to the SAU building that have been noted. Larry Young requested to know who is responsible for the cost of this. As it stands the SAU pays a rental fee to the Town for the building. Discussion was had about whether rent may be adjusted to cover some the cost. Although discussion was had no solution to the problem was made.

At this time (6:37pm) the CIP Committee toured the areas at Pembroke Academy where some the repairs needed to be made. These included the following:

- The entrance of the SAU Building
- The ramp that runs from the auditorium to the entrance of the SAU building
- Stage
- Woodshop
- Vent System in the Art Room
- Electrical Room Upgrade

At 7:29pm the committee reconvened in the library.

#### IV. Other Business

Next meeting will be held both at the Three Rivers School and the Hill School to tour the buildings. The meeting will start at the Hill School in the Library at 6pm.

V. Adjourn

Bryan Christiansen made a motion to adjourn the meeting at 7:47pm. Rosemarie Michaud seconded the motion. Motion approved 7-0.