

MINUTES OF THE AUGUST 11, 2022

PEMBROKE CAPITAL IMPROVEMENT (CIP) COMMITTEE MEETING

PEMBROKE SCHOOL DISTRICT REQUESTS

The CIP Committee held a meeting on August 11, 2022, at 6:02 p.m., at Pembroke Academy, Pembroke New Hampshire

The meeting was called to order by Gerry Fleury at 6:01 p.m. Those present and absent were as follows:

PRESENT:

Gerry Fleury
CIP, Budget Committee

Kevin Foss
CIP, Planning Board

Rosemarie Michaud
CIP, Resident

Bethany Chase - Reynolds
CIP, Resident

Peter Gagy
CIP, Selectman Rep

Jillian McNeil
Recording Secretary

ALSO PRESENT:

Josh Coughlin
Facilities Director, Pembroke School District

Melanie Camelo
School Board, Pembroke School District

EXCUSED:

Andrew Yonchak
CIP, Resident

Gene Gauss
CIP, School Board

Rick Frederickson
CIP, Alt. Selectman Rep

Minutes of August 4, 2022 were tabled to the next meeting.

Recreation Commission – 2022 CIP Requests

Requests:

Vehicle Replacement Capital Reserve	\$7,000
School Building Capital Reserve	\$155,000
School Technology Capital Reserve	\$10,000
School Site Improvement Capital Reserve	\$200,000
School Equipment Capital Reserve	<u>\$25,000</u>
	\$214,500

Josh Coughlin, Facilities Director, discussed the CIP plan for the Pembroke School District. The District will be requesting a deposit to the School Building Capital Reserve Fund in the amount of \$155,000. This trust is used for ADA upgrades district wide, roof repair/replacement, fire life safety, exhaust fume hoods, exterior painting, make-up air systems/HVAC, hot water heaters/dishwashers, boilers, and the Hill School Renovation. However, the Hill School renovation will more than likely be a bond. The planned expenditures for the next fiscal year planned expenditures are \$20,000 for annual replacement flooring and \$90,000 for roof replacement at Pembroke Academy above the girl's locker room and an area by the auditorium.

Gerry Fleury noted that the deposit into the reserves in total is more than it has been in the past and asked if the surplus will be sufficient to fund it. Josh explained the deposit into the School Building Capital Reserve last year was roughly same as requested this year. They are working to build up the fund for known expenses such as the HVAC replacement in several locations across the various schools. Josh explained if the surplus is there and they can take care of projects from the operating budget, that's the goal but funding mechanisms are out of his control.

Josh explained the Pembroke Academy track will need to be replaced and that cost will be around \$450,000. It is showing signs of long-term failure and has been updated to the point that the company will no longer resurface it. Gerry Fleury stated they have had problems in the past with depressions. Josh explained they depressions are coming back which is a safety hazard for the kids and the community.

Rosemarie Michaud asked if they would ask for anything additional that is not funded through surplus. Josh answered that the capital reserve funds are always funded with end of year surplus. If the money is not there, then they do not get funded. Rosemarie shared concerns if the funds aren't there at the end of the year.

Gerry Fleury asked if the intention is to build up funds in the capital reserve, has there been any discussions for bonding the track replacement. Josh answered that in the interest of full disclosure, the School Board has not seen the costs of the track yet. They will see it next week and they may decide to bond it rather than put it into the CIP plan.

Josh explained the next capital reserve deposit is into the School Technology Capital Reserve in the amount of \$10,000. This reserve had \$20,000 pulled out last year for server upgrades and they will be using some for Chromebook replacements this year.

Josh explained the Site Improvement Capital Reserve is used for district wide paving, old entrance design at PA, and the Pembroke Academy track. They are looking for a \$25,000 deposit.

Rosemarie Michaud asked how long the old entrance can stay the way it is. Josh explained it can stay like that if it needs to. Right now, the track takes precedent over an entrance design.

Gerry Fleury asked if the parking lot is at capacity. Josh answered that the parking lot is passed capacity at Hill School, TRS is sufficient, and Pembroke Academy has plenty of staff and student spots. There is still overflow parking at the Church. Seniors are given priority parking and then the Juniors. Some spots are kept open to accommodate snow removal in the winter.

Josh discussed the \$25,000 deposit into the School Equipment Capital Reserve, which is used for replacement camera and maintenance, riding floor scrubbers, district mowers, district tractors, utility vehicles, and the phone system at Hill and TRS. The

phone system does not have a true cost associated with it just yet, but it needs to be upgraded to be E-911 complaint. For expenditures from this fund, they would look to take out \$10,000 for cameras in maintenance and \$20,000 for a new mower.

Rosemarie Michaud asked how many mowers they have and the ages. Josh stated they have 2 mowers; one is 2 years old and the other is 8-9 years old.

Gerry Fleury asked if they subcontract the mowing. Josh answered they have two guys who do all the mowing and nothing is currently contracted out..

Josh explained the Special Education Expendable Trust and the Instructional Materials Trust are not new trusts, but they are new to the CIP plan and are not associated with maintenance of facilities.

Rosemarie Michaud stated the replacement cameras and maintenance lines have a planned expenditure of \$10,000 this year but next year, it jumps to \$25,000. Josh explained they are anticipating server upgrades for the camera systems. All the schools are heavily camera-ed in all the common areas.

Gerry Fleury asked if they have problems with older units being compatible. Josh answered they do not anymore. The older cameras have almost all been replaced, and all old wires have been upgraded to Cat6 cable.

Peter Gagy asked if the gas boiler would replace the wood burning boiler. Josh answered the wood chip boiler is still primary and the gas are secondary in the event of a failure. The gas boiler being replaced is well passed its useful life. The woodchip boiler extends the life, but they have been showing signs of failure for years.

Kevin Foss asked if those boilers carry the load throughout the winter. Josh answered they start the wood fired boilers at the beginning of the season and leave them running.

Gerry Fleury asked if they use natural gas. Josh answered yes, they are natural gas everywhere with some propane at the Hill School modular, the Hill kitchen, and the garage.

Rosemarie Michaud stated the lines for the boiler replacements in the CIP plan are empty and she questioned why. Josh explained the next boiler to get on the list is at TRS and that has not made it into the report yet, but it will be.

Gerry Fleury asked what the expected life span on the gas fired boilers are. Josh answered that 20-years which it is past its life at TRS.

Kevin Foss asked if he foresees any paving needs in the near future. Josh explained that right now, the track will be more important than paving. The school has done a much better in recent years with maintenance which has extended the life of the paving.

The next meeting will take place at Town Hall for the public hearing and ranking of CIP Requests.

There being no further business to come before the Committee, Rosemarie Michaud made a motion to adjourn, the motion was seconded by Kevin Foss, and the meeting was adjourned at 6:33 p.m.