

## **MINUTES OF THE AUGUST 22, 2018**

### **PEMBROKE CAPITAL IMPROVEMENT (CIP) COMMITTEE MEETING**

#### **SCHOOL DISTRICT REQUESTS**

The CIP Committee held a meeting on August 22, 2018, at 6:00 p.m., at the Pembroke Academy Library, Pembroke New Hampshire

The meeting was called to order by Gerry Fleury at 6:02 p.m. Those present and absent were as follows:

#### **PRESENT:**

Gerry Fleury  
CIP, Budget Committee

Bryan Christiansen  
CIP, Resident

Larry Young  
CIP, Resident

Jillian McNeil  
Recording Secretary

Kevin Foss  
CIP, Resident

Gene Gauss  
School Board

Rosemarie Michaud  
CIP, Resident

Tina Courtemanche  
Alternate Selectman

#### **EXCUSED:**

David Jodoin  
Town Administrator

Ann Bond  
Selectman

#### **ALSO PRESENT:**

Joshua Coughlin  
Facilities Director

Minutes from the August 15, 2018 CIP Meeting were tabled due to them not being circulated in time for the committee to read them prior to this meeting.

Josh Coughlin was present to discuss the 2019 CIP request of \$170,000 for the merging of Pembroke Village School and Pembroke Hill School.

Gerry Fleury stated that in looking at the school's Capital Improvement Plan, that several projects had been pushed out further than in previous years. Gerry asked Josh to discuss the reasoning for this and also how the school district got to the figure of \$170,000 since no detail was provided.

Josh Coughlin explained that \$170,000 was a cost estimate from last year and they are currently in the process of revisiting that number. The closing of the Village School would cost roughly \$64,000 and that would be for the draining of the heat, draining of the plumbing, boarding up windows, disconnecting fire panels, moving playground equipment, and moving of furniture to Hill School. The Pembroke Hill School costs would total roughly \$107,000 and include the leasing on a modular that would include two classrooms and a bathroom, adding plumbing, adding electrical, adding a foundation, adding a camera or two, bringing the IT network out, incorporating the fire system, a small amount of paving, and some contingency funds.

Bryan Christiansen asked what the projected ongoing maintenance of the Village school would consist of. Josh answered that the school board is in the process of forming a committee to discuss the long-term plans for Village. Whether to go cold, to sell, or to demolish. Currently costs are unknown

Bryan Christiansen then asked if there have been any traffic studies done on the increased traffic that will now be going to Hill School. Josh answered that there has been one done by Jenny Jones. Kevin Foss also answered that he was on the committee with Jenny to study the traffic added by the merger of the schools and their analysis was that there would be a minimal impact because most of the parents that currently drive to drop off at Village are also dropping a child off at Hill.

Gerry Fleury asked about the \$10 Million-dollar expansion planned for Pembroke Hill School in the next 5-6 years. He pointed out the lack of building aid available from the state and the potential tax impact. He asked if the research had been done on the impacts on the water and sewer and are those included in the \$10 Million-dollar figure if new lines have to be installed. Gene Gauss stated that the school population is currently declining but the expansion considers a growing population because there are housing developments currently in the works within the town.

Bryan Christiansen asked if historically the town contributed to the traffic light. Tina Courtemanche and Gene Gauss answered they believe it was federal money and that is one of the reasons it became a light and not a roundabout.

Gerry Fleury then discussed population projections done by the government that could be used for planning processes and the inaccuracies in the projections.

Gene Gauss discussed how busing will change the traffic on rte. 3. At the School Board meeting, they will be discussing how to encourage students to use the bus or the possibility of changing routes and start times to spread out the traffic. Gerry Fleury stated that with parents working full time, if start times were changed too much it may possibly leave kids waiting outside or being dropped off to households without parents. Josh Coughlin explained that the bus company does not allow kids to be dropped off to empty households. They also will not allow for kids to be waiting outside by the side of the road without an adult present. Gerry answered that this could make parents drop off kids and add to the traffic on the roads in the morning. Josh said in Jenny's study, it was found that many parents are racing from one school to the other for drop offs and eliminating one of those stops will ease some of the traffic.

Gerry asked if the \$64,000 estimate includes a private moving company. Josh said that this does include an allotment for a moving company. The allotment figure came from the Facilities Director for the Concord School District who has experience with moving many schools. Josh will be working on the actuals.

Bryan Christiansen asked for clarification on if it is one portable or two. Josh answered one portable that houses two classrooms and a bathroom. Tina Courtemanche asked how long the school anticipates having to use the portable. Josh stated that the lease would be for 5 years and then after that is when the school would be looking to build the addition in year 2023-2024. Tina then asked if there is any anticipation of having to use any additional modulares. Josh answered that no they do not.

Kevin Foss explained that merging Village and Hill will use all of the Hill School. The Preschool will go into the modular. They are currently a two-classroom program and run 2.5-hour classes twice a day 4 days a week. They do not operate on the school schedule and have different pick up and drop offs than the rest of the school. Josh also said it allows them not to take an individual class and seclude them out in the modular. Tina asked if they needed lunch. Kevin and Josh answered that they do not. Bryan Christiansen asked about the Kindergarten program and Josh answered that it will just be the TLC Preschool program in the modular. Kindergarten has more than two classes.

Gerry Fleury asked if there is still an afterschool program. Josh answered that the YMCA will be the afterschool program this year. It will only be at the Hill School. Gerry then asked if they would still need classroom space and if merging the Village Program and Hill Program would cause problems. Josh explained that the programs were merged last year with the Village students being bused up to the Hill School. YMCA has authorization to use the cafeteria/gym, playground, and a classroom for any educational needs.

Gerry Fleury asked if there will be sufficient parking at the Hill School for the additional staff coming from the Village School. Josh said that the upper lot is currently not being utilized to the fullest extent and that is where they would have to park.

Gerry Fleury addressed the masonry outside the boiler room at Three Rivers. The same type of material is currently being used at a retaining wall at 4 Union Street and is deteriorating. He explained that Dana Carlucci called him to explain that the water coming out of the HVAC is highly alkaline and that water could be diverted using PVC pipe to get the water directly to the ground so it does not run over the brick. Josh stated that it is not heating water causing the issue, it is rain run-off. The air conditioner that is currently up there was only added three years ago and cannot be the cause of the deterioration. There are some other areas of the school where the rain water is deteriorating the brick and will also have to be addressed in coming years.

Kevin Foss asked if we are looking at the entire CIP plan extending out to 2027 or if the focus is on the 2018-2019 requests. Gerry Fleury said looking outward is helpful to understand the trajectory of the requests and the logic behind them.

Kevin Foss said in 2021 there is a request for misc. strobes, horns, speakers, and mag locks district wide. He wondered if there is enough money from the previous year's request to do everything at Hill or are they just doing the new fire alarm panels at Hill. Josh said that at Hill there is a new panel, mag locks, and strobes and horns in every classroom. Three Rivers School received new strobes and horns in every classroom and at Pembroke Academy received a new fire panel, mag locks, and at all schools will be changing smoke detectors to heat detectors where applicable. That figure is for anything that may have been missed with what is currently being done

Kevin Foss asked where the room ventilators are on the CIP plan, Josh said it was missed. It is likely going to be added on to the \$10 Million Bond for the renovation. Bryan Christiansen asked what is a room ventilator. Josh explained that in the old parts of the building where only heat was coming in, these are installed to bring in fresh air and take out bad air. Some are in the ceilings, some are connected into bookshelves, roof, and walls. They can be installed anywhere. These room ventilators control CO2 levels for the room. Three Rivers was built with them and the new addition at Pembroke Academy they are built into the ducting.

Kevin Foss asked about maintenance items for the existing Hill School. Kevin also asked about LED lighting, Josh said roughly 95% of all lighting district wide is already LED lighting. Kevin then asked about the collapsing ceiling tiles. Josh said he has not reviewed that. Kevin asked if that would be part of the bond. Josh said it has been off his radar as far as the renovation is concerned but if they were to be replaced, they would do it at the time of renovation. The ceilings are currently not failing. Kevin and Josh explained that it is the weight of the fiberglass insulation making those tiles distort. Kevin then asked about electrical upgrades specifically outlets. Josh said data lines are added all over the building. The problem becomes that after the outlets are added, the classrooms are rearranged and now there needs to be another one added. The older wings do need more outlets and that would be part of the renovations. Kevin stated that the architect quoted 15 Million and the School Board asked them to reduce that. Kevin asked how the \$10 Million-dollar figure came to be. Josh said this is a base number to get the project going. Josh said they would never present the \$15 Million dollar project and when the time comes they will bring back in the architect and get a more fixed number.

Gerry asked if air handling and the like were addressed by the Honeywell projects. Josh said the lighting was addressed and the few lights left that were not switched were ones that were not cost effective to change such as interior closets. The air handling units were addressed but were not completed due to funding constraints.

Gerry asked about the kitchen upgrades to Hill School to install a Kitchen grease exhaust fan and make up air system. His understanding of the Hill kitchen is that the food is prepared at Pembroke Academy and shipped over to Hill School. Josh said the Turkey Dinner is cooked at Pembroke Academy but the Cheeseburger is warmed at Hill School. Gerry asked if this was fixed before the renovation, would essentially be doing the kitchen twice. Josh stated that that was meant to be removed from this list as the kitchen would be upgraded at the time of renovation.

Bryan Christiansen asked for clarification on the definite plans to close Village School. Gene Gauss explained that the School Board has accepted the recommendation but it is still early in the process. Bryan then asked if this does not happen, what would the repairs to Village cost. Josh said the repairs range from \$3.5 – 8 Million.

Bryan Christiansen stated that all previous years there would be Capital Improvement requests that pertained to Village School and this plan does not include any references to Village School. Josh said he removed all Village School items because there is an expectation to merge the schools.

Kevin Foss asked about the request for sprinkler heads at Pembroke Academy and Three Rivers School. Josh said that they had a study done and it was found that there are specific areas of the schools that are missing sprinkler heads. There would be a continuation of the pipe that is currently there and it would not be a major process to extend the pipes to add new sprinkler heads.

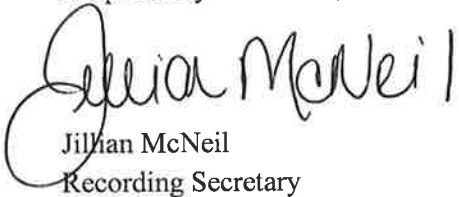
Gerry Fleury expressed concerns for lack of building aid and federal funding and since the renovation is for an elementary school, Pembroke tax payers would foot the whole bill. Josh said there will be some security grant money for 80% of the \$160,000 needed for camera upgrades, door access, security centers and new exterior doors.

Gene Gauss asked for the savings for not operating Village school. Josh answered that it is around \$400,000 per year.

The next meeting will be September 5, 2018 at the Pembroke Town Hall. The public hearing and the deliberative session will happen at that time. The committee will also hear from the facilities committee regarding finalizing their request to either rebuild or repair the Union Street retaining wall.

There being no further business to come before the committee, Larry Young made a motion to adjourn, Gene Gauss seconded that motion, and the meeting adjourned at 7:12 p.m.

Respectfully Submitted,



Jillian McNeil  
Recording Secretary