

MINUTES OF THE AUGUST 15, 2018

PEMBROKE CAPITAL IMPROVEMENT (CIP) COMMITTEE MEETING

WATER, SEWER, ENERGY, & ADMINISTRATION/FACILITIES COMMISSION'S REQUESTS

The CIP Committee held a meeting on August 15, 2018, at 6:00 p.m., at the Pembroke Town Hall, 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	David Jodoin Town Administrator
Larry Young CIP, Resident	Jillian McNeil Recording Secretary
Kevin Foss CIP, Resident	Ann Bond Selectman
Rosemarie Michaud CIP, Resident	Tina Courtemanche Alternate Selectman
Gene Gauss School Board	

EXCUSED

Bryan Christianson
CIP, Resident

ALSO PRESENT:

Chris Culberson Chair, Pembroke Water Commission	Reno Nadeau Pembroke Administration/Facilities
Kevin Brasley Commissioner, Pembroke Water Commission	Dana Carlucci Building Committee, Resident
Matt Gagne Superintendent, Pembroke Water Commission	Dan Crean Pembroke Energy Committee

Larry Young made a motion to approve the August 8, 2018 meeting minutes with the corrections made by Kevin Foss that the page numbers be changed, the word "another" be changed to "approximate" when discussing the life years of the culverts, add "after the heavy rains" to his questions regarding the water flow through the culverts, correct the spelling of Volkswagen, and change 4-5,000 to 4,000 - 5,000 to be consistent with the rest of the document. Tina Courtemanche seconded the motion and they were approved unanimously.

Chris Culberson, Kevin Brasley, and Matt Gagnon were present to present the Water Works 2019 CIP Requests. The Commission is requesting appropriations of \$32,000 to be put into the vehicle and equipment fund and \$55,000 in the connection and permit fee fund for a total of \$87,000.

Gerry Fleury asked if there are any unanticipated expenses in the Allenstown project. Chris stated that there were not any unexpected expenses in Allenstown. However, the project on Union Street had a few unexpected expenses. Matt Gagne shared that both projects in Allenstown and on Union Street came in under budget. Kevin Brasley said a lot of that was funded from the regular budget.

Gerry Fleury asked how far along the changing of the meters project is. Matt Gagne stated that only 3 meters are currently not electronic and those will be changed out over the next couple years. The meters are producing savings by having a faster average reading time and by giving out more accurate reads.

Gerry Fleury asked about supply versus demand because of the exceptional rainy season we have been having. Chris Culberson explained that demand has not been an issue. This year started as a drought issue but quickly changed. Older leaky pipes have been changed and more efficient motors were installed in the pump house creating a decrease in unaccounted for water. Matt Gagne stated that unaccounted for water is currently around 5% down from 30%. This is one reason why there is no anticipated rate increase.

Gerry Fleury asked if they anticipate having to dig more wells to meet demand. Chris explained that currently there is no need for new wells.

Gene Gauss asked if there is a way to replace the batteries on the radio meters. Matt Gagne said that since they are required by New Hampshire state law to replace the meters every 20 years and the batteries have a life expectancy of around 20 years, this renders the batteries irreplaceable.

David Jodoin stated that the Sewer Commission did not present any 2019 CIP requests.

Reno Nadeau for the Administration/Facilities Committee presented the 2019 CIP Requests for a retaining wall for the back of the building of 4 Union Street, Air conditioners and HVAC for the Town Hall, and Clock Tower repairs.

David Jodoin stated the system in the meeting room at the Town Hall was installed when the building was built. It is a stand-alone wall unit. The costs of this system were quoted by R.A. Desmarais & Son for \$6,889. R.A. Desmarais & Son also quoted \$7,488 for HVAC upgrades to the remainder of the first floor of the Town Hall and \$8,168 for the 2nd floor of the Town Hall for a total of \$22,545. G&O Heating and Air Conditioning also submitted a proposal for HVAC upgrades for the remainder of the downstairs at \$7,900 and upstairs for \$8,300 for total of \$16,200. This does not include an estimate for the air conditioner in the meeting room.

Gerry Fleury asked for clarification if the funding would come out of the Capital Reserve. Reno Nadeau said that it would.

David Jodoin and Reno Nadeau explained that there is the option of replacing the circuit board of the stand-alone air conditioner for \$945 but due to the age of the unit, the recommendation is replacement.

Gerry Fleury asked about the timing of the project. David Jodoin explained that after town meeting they will be doing the project since the system is serviced every spring regardless.

Larry Young asked if we fix the downstairs air conditioning system would it render the stand alone irrelevant. Reno explained there is no duct work currently running into the meeting room so it would not.

Ann Bond asked why there are two different brands in the quotes. Reno explained the brands depend on the contractor. Ann then asked if each system would need their own condenser. Reno explained that the rooms have different square footage. The second floor is larger than the first floor and needs a larger condenser. Ann then asked if the systems could be combined to utilize one condenser and Reno explained that due to current duct work and ventilation, there would need to be two.

Gene Gauss asked if it would be more cost effective to run ducting into the meeting room. Reno stated that it would be costlier to renovate the building to do that. Dana Carlucci stated that there would need to be increased ducting and it would be more beneficial to have a separate unit as it cost prohibitive to renovate the building.

Kevin Foss made a statement that a mini split made more sense due to it giving the people utilizing the meeting room local control over the climate and the whole first floor would not need to be cooled in order to cool the meeting room for a night meeting.

Gerry Fleury asked if it would be an insignificant cost to repair the wall in the meeting room should the new unit be smaller than the current one. Reno stated that it would be.

Rosemarie Michaud asked what the manufacturer warranty is. The service warranty per the quote is one year on the new unit. Reno said that is unknown at this time and will look into it.

Gene Gauss asked if G&O gave a quote for the stand-alone unit. Reno said the cost came in at \$5,948 which brings the total quote up to \$22,148. Gene asked how old the current unit is. Reno says it is original and likely 30+ years old.

Gerry Fleury then asked that with no other questions from the committee to switch gears to the Town Clock requests. The town clock repairs are quoted as \$35,000. David Jodoin asked if the Town Clock Capital Reserve is where the money from the minutes is going. Gerry stated the Capital Reserve funds were never tax money and consists of donations. As of June 30, the Town Clock Repair Fund stands at \$2,431.20 and tax payer dollars should not go into that fund and a separate fund should be created at town meeting.

Gerry Fleury then asked what the nature of the repairs are as those were not presented to the committee and what the timeline for the repairs looks like. Reno stated that the repairs needed to be done "sooner than later". The repairs are largely due to no ventilation on the inside of the clock and the humidity build up is creating wood rot and the added heat and moisture is harming the circuit board for the computers running the clock.

Gerry Fleury stated that the Town does not own the building. Since it is leased and all the Town owns is the clock itself, are these structural issues that are not the Town's responsibility. Reno stated that the rot is an issue that the Town has to deal with. David Jodoin stated that the Town owns the clock from the roof up. Gerry stated that the original agreement with the property owner should be revisited so tax payer dollars are not spent on repairs the building owner should be handling.

Larry Young asked if the clock was insured. David Jodoin and Dana Carlucci said that for assessment purposes, the clock is taken out of the assessment of the building and it is insured through the town. This was done 15-20 years ago and there should be records at the Town Hall. David explained repairs usually go before the voters as a warrant article.

Rosemarie Michaud asked for clarification on what the repairs are. Reno listed the carrying joists, caulking and repairs due to water damage, cleaning of spider webs and bird excrement, electrical components of clock, ventilation, exterior paint, and exterior brick work.

Dan Crean commented that solar powered fans could alleviate the heat and costs around \$600. Gerry Fleury then asked who pays the electric bill on the building. David Jodoin explained that the Town does out of the Operations Budget.

Gerry Fleury then discussed the 4 Union Street Wall repairs that are needed. Dana Carlucci stated that the committee is dealing with a 3rd party that deals specifically in these types of block walls and has not seen the report from them at this time. The plan 2 years ago was to divert the water and flush the salt from behind the wall. The water was diverted to 6 Union Street so no salt and water is going behind the wall.

Gerry Fleury stated that the wall deterioration is a lot like the deterioration at the Three Rivers School from the HVAC system and maybe there needs to be a change in materials used. Dana Carlucci explained that what is coming out of the HVAC unit is very acidic and will accelerate deterioration.

David Jodoin explained that that the Town engineer Mike Vignale is concerned with water behind the wall. The recommendation that they received from their structural engineer was to do a total rebuild. Dana Carlucci explained that length of time that a minor repair would give to the wall is unknown.

Gerry Fleury said that the water that collects on the roof vents into the sewer system and that is problematic for the town. This is not allowed for residents and creates a double standard. Dana Carlucci explained that they are taking steps to remedy the situation such as a storm pipe that vents next to the building but this still needs to be completed.

Gerry Fleury then asked what the cost to either repair the wall or rebuild the wall. Currently they do not appear to be clear and what the direction of the commissions wants to go in regards to repair or reconstruction.

Dana Carlucci is going to contact the professionals again to go over the project and come up with more complete plan.

Gene Gauss asked when the wall was built. Gerry stated that it was built long ago but was restored in the 1990's and at the time it cost around \$80,000. David explained that at the time of building the wall there was an open alley and that is not the case now. Properties have been blocked off with fencing and parking lots. This compounds the issues of repair or replace. Reno states that we should look at temporary netting on the building as the current state of the wall is a lawsuit hazard.

Dan Carlucci stated that the building committee should push for more information. Without the decision of repair or replace and an attached dollar amount, this project cannot be considered by the CIP Committee. The Building/Administration Committee was given until September 12th to get the CIP Committee all the information needed for this project to be considered.

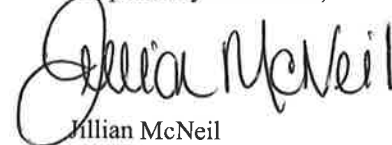
Dan Crean of the Pembroke Energy Commissions presented the 2019 CIP request of a \$30,000 appropriation without an attached expenditure.

Dan Crean stated that the Town of Pembroke is behind the ball on energy projects compared to other towns in New Hampshire. He said that the Town should put away \$30,000 for future projects. There are several grants available but they are time sensitive. The Town should build up an account for future projects so when these grants are available there is some capital available when needed. Rates will not be going down and the Town should prepare for alternative energy projects. He would like it to be known that this is a personal recommendation and not an official committee recommendation.

Gerry Fleury explained that the existing capital reserve was created with limitations placed on it. Largely that the selectmen are agents to expend the funds with the focus on municipal lighting or street lights and if the Town was to go into the wholesale solar generating business that there should be a warrant article to change the purpose of the capital reserve. Dan explained that \$30,000 would not be enough to do anything with a solar field but it is somewhere to start should a project and a grant come available sometime in the future.

There being no further business to come before the committee, Rosemarie Michaud made a motion to adjourn, Gene Gauss seconded that motion, and the meeting adjourned at 7:18 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jillian McNeil". The signature is fluid and cursive, with the first name "Jillian" and last name "McNeil" clearly distinguishable.

Jillian McNeil

Recording Secretary

