

## **MINUTES OF THE AUGUST 7, 2019**

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

#### **RECREATION, CEMETERY, & PUBLIC WORKS/ROADS REQUESTS**

The CIP Committee held a meeting on August 7, 2019, at 6:00 p.m., at the Pavilion at Pembroke Recreational Fields and the Department of Public Works, 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	David Jodoin Town Administrator
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Bethany Chase-Reynolds CIP, Resident	Jillian McNeil Recording Secretary
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Kevin Foss CIP, Resident	Sandy Goulet Selectman
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Rosemarie Michaud CIP, Resident	Bob Bourque CIP, Planning Board
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Gene Gauss  
CIP, School Board

#### **ALSO PRESENT:**

Rose Galligan  
Chair, Pembroke Recreation Commission

Ellen Paulson  
Chair, Pembroke Cemetery Commission

James Garvin  
Secretary, Pembroke Cemetery Commission

Paulette Malo  
Chair, Roads Committee

Jason Menard  
Roads Committee

James Boisvert  
Director of Public Works

Kevin Foss made a motion to approve the July 31, 2019 meeting minutes. Bob Bourque seconded the motion and they were approved unanimously. Sandy Goulet abstained.

#### Recreation Committee – 2020 CIP Requests

Rose Gilligan presented the Recreation Committee's 2020 CIP Requests.

Gerry Fleury asked Rose why there isn't fencing around the basketball courts. Rose answered that it is shot down every year so she puts it back on the CIP every year. David Jodoin stated that last year it received 7 low priority ratings so the Selectmen didn't move it forward to the Budget Committee. Rose Gilligan stated that she would like fencing around the basketball court in an L- shape along the parking lot and the pavilion. Gerry Fleury asked why they do not request the funds from the capital reserves. David Jodoin stated that it would need an article at Town Meeting to withdraw. Sandy Goulet asked how much money is in the Recreation Capital Reserves. David stated that it is \$65,669.

Rose Gilligan discussed the first request of \$35,000 for the bathroom renovations. Rose stated that Tom Hebert from the Building Committee wanted to do a portion of the bathroom renovations. He said the cement floors are unsanitary so those are on the list to be done as well as windows and a few other items. The lights and motion sensors were done last year with left over funds. David Jodoin stated that Tom had told him that the floors, doors, and windows would cost around \$20,000. They are going to discuss it at the Building Committee meeting next week.

Gerry Fleury explained that there is an appearance of the bathrooms never being open and that creates the potential for an appearance of catering to a select group. Rose explained that the bathrooms are open every day from 7-5 for the summer rec program and the little league has a key to them. The Soccer league does not want a key. The facilities are open to any group that using the pavilion. The key can be picked up and dropped back off at Town Hall. Many people do not use them because they are only in the park for a few hours and the porta potties suffice. The pavilion is booked every weekend and every group is offered the bathrooms and the only people who take her up on them are the Corvette Groups.

Sandy Goulet asked if the bathrooms are ADA compliant. Rose stated that once they start renovating them, they will have to bring them up to today's ADA standards. When the bathrooms were last renovated, they were ADA compliant but that was a long time ago and today's standards are very different. Kevin Foss added that the renovations took place in the late 80's. Gerry asked if there is still gravel as the approach to the bathrooms.

Rose answered that it is now a cement patch. Gerry stated that the old ADA compliance plan didn't extend beyond the building and that was concerning. Paving the approach would be a better idea.

Sandy Goulet clarified that although the form says \$35,000 they are asking for \$20,000 for the floors, windows, and doors. Rose answered that yes, which is what Tom had come up with so the bathrooms can be done in stages. Bob Bourque asked if this approach of completing less of the work will make it have to become ADA Compliant. David Jodoin stated that it is not likely with the windows but the doors will likely trigger it. Kevin Foss asked if they would need to pull up flooring if the remainder of the renovations are done at another point in time. David answered no, because they were putting a sealing over the concrete. Bob explained the concrete is very porous and not sanitary and sealing it will help that. David said he will invite Tom and the Building Committee to the next meeting to explain what they want to do and he will ask him to look into the ADA issues. Bob stated that if the money is there, then to do the bathrooms in at one time. David explained that the appearance of exclusivity may be why it didn't make it through the Budget process in previous years. Rose explained that buying the new toilets with the funds from the revolving account made a big difference with the clogging issues they were having. Bethany Chase-Reynolds explained that the toilets clogged really easy and the Soccer League would get blamed for clogged toilets so that is why they no longer used the bathrooms. Rose explained that a lot of the issue with soccer was mainly that no one would check that they were all flushed at the end of the night before locking the doors. There isn't any ventilation in the bathrooms which would lead to them smelling really bad when they would open them the next morning. There was also no communication if the toilets were clogged so they wouldn't get taken care of. Bethany also explained that the porta-potties are closer to the fields and using those kept the smaller kids from having to cross the road making them safer to use. Rose explained that the Little League now has a key and with the new toilets, they do not clog like the older ones did. They will be swapping over the rest of the toilets to the newer ones. Bethany asked if having an ADA compliant porta-potty next to the building would satisfy the requirements. Bob stated that they need to talk to code enforcement explained that once renovations begin, they will likely have to update the whole building to be in compliance. Gene Gauss stated that if they are just sealing the floors and adding a vent, they will likely not have to upgrade the whole building into ADA compliance. Gerry explained that there may be a dollar amount associated with what is considered a renovation even if there it is an aggregate amount from a lot of little items.

Rose discussed the request to resurface the basketball courts in the amount of \$5,473. The court is worn down to the asphalt in many spots. The Basketball court was last done in 1998.

Rose discussed the fencing requests in the amount of \$31,200. The fencing around the basketball court will protect the pavilion and cost \$7,800. The Little League Major field will need a new center field gate and that will cost \$1,300. The fence around the softball fields would cost \$18,100 and if the fence around the first and third baselines would cost an additional \$14,500. The fence around the horseshoe pits is included in the fence requests but Rose does not know if they are necessary. The Eagle Scouts will be repairing the pits but not the fences. David stated he is unsure if the fences have to be there and Sandy Goulet stated that she does not believe they are required. Gerry Fleury asked about the utilization of the pits. Rose stated that there is not a lot of use. The American Legion used to hold tournaments there but they do not anymore.

The Committee then toured the bathroom facilities.

Sandy Goulet made a motion to put the meeting into recess to reconvene at the Department of Public Works at 6:36 p.m. Gene Gauss seconded the motion and the motion passed unanimously.

Gerry Fleury reconvened the meeting at the Department of Public Works at 6:42 p.m.

#### Cemetery Commission – 2020 CIP Requests

Ellen Paulson, Chair and James Garvin, Secretary presented the Cemetery Commission's 2020 CIP Requests. Ellen discussed the first request for paving at Evergreen Cemetery in the amount of \$35,840. James explained that there are three roads that run laterally along the back of the cemetery. All three roads need to be paved. That end of the cemetery has been opened up by removing bushes and trees which opened up a large section of land for new plots. This section has never been paved. Gerry Fleury asked about drainage and the quality of the base that the asphalt will be set on. Gerry expressed concerns for the base due to water from a nearby pond that will lead to cracks in the pavement. James stated there will be an 8 inch base of cracked stone which will allow water to drain through and 2.5 inches of single compacted single core. James stated the proposal is for planning purposes to present to the committee but there will be an official bidding process for this project. Jim Boisvert, DPW, stated that when they put their projects out to bid that this project would go with it which may lead to a better price. Gerry asked what the funding mechanism is. David Jodoin answered that it will be taxes. There will need to be \$40,000 added to the capital reserves this year in order to get this project done. Gerry asked if this can be done out of the Roads budget. David stated that if it is taken out of the Roads budget that will mean less Roads in Town will be paved.

Bethany Chase-Reynolds asked what the purpose of paving would be. James stated that right now people are bottoming out at parts of the cemetery and it is part of the general betterment of the cemetery. The cemeteries in Town are filling up and these roads and the taking down of trees and bushes have opened a lot of space. Ellen explained that it is one of the last things that needs to be done to bring the cemetery back up to what it should look like. James discussed that the roads will be closed all winter which will help with cracking since no one will be driving on the roads during the frozen ground season. There are gates that will be closed so no one can drive in. One of the gates will need to be replaced in the future. Someone has hit that gate and it is not working properly and needs to be brought up to a certain standard for the Town. Gerry asked about not having funds to allocate to the other cemeteries in Town after this project is completed. James stated that each cemetery has its own maintenance budget and that is generally adequate. The only other cemetery with roads running through it is the Buck Street Cemetery. Pembroke Street Cemetery has roads but the gates are not big enough to drive through. Bethany clarified that Evergreen Cemetery is the cemetery on Buck Street, James said yes Evergreen is on Buck Street but on Route 28 there is a Buck Street Cemetery by North Pembroke Road. Gerry stated that this project can be funded two

Ways; they can either make a large infusion of cash into the capital reserve or put a warrant article up at Town Meeting for the voters to decide.

Gerry Fleury asked what the general status of all the cemeteries in Town are and do they have a five year plan. Ellen explained that they are looking at replacing some gates and re-doing some of the fencing surrounding the cemeteries and then general monument maintenances. James explained that they are taking down pines and other trees so they don't fall on the monuments. All the cemeteries are in overall great shape. Gerry stated that they have previously discussed with the Commission to adopt policies on what kind of vegetation can be planted around stones. James stated that they have a new set of cemetery ordinances chapter 155 of the town code coming forward for discussion and approval. They will be addressing vegetation. James stated that they will be created a 5-year plan for maintenance.

#### Roads Committee – 2020 CIP Requests

Jim Boisvert, Jason Menard, and Paulette Malo presented the Roads Committee 2020 CIP requests. Paulette presented the committee with a map of roads being completed in 2020. Chip sealing will be done on Cross Country Road after North Pembroke, an isolated patch and shim will be done to a section of Dudley Hill. David asked what chip sealing is. Jason explained that you put down an emulsion binding agent and then a machine sprinkles this seal over it and it binds to the agent and binds to the emulsion agent. The product is stronger and thinner. This is a different method with a same outcome as paving and a longer life. This will be used on Cross Country because it is a rural road. Paulette explained it is also going to be tested on Wellington Way as well.

David Jodoin stated that they have \$285,000 in the budget next year for the projects when the cost of the bond is subtracted out. Jim stated that the projected cost comes out a little higher and that includes crack sealing which is a separate budget line but it is included when mapping is done. Jim stated that the figure he submitted of \$307,411 is a ball park figure and when it goes out to bid, hopefully it comes back less. Last year the bid came in at half of what was expected.

Gene Gauss stated that in Manchester they are doing asphalt reclamation where they tear it up, heat it, add to it, and put it back down again. Is that being considered? Paulette stated that they are doing a test of it on a mile of North Pembroke Road. Gene asked how that compares price wise. Paulette stated that they do not know yet. Jim explained that there is one company that does it. Paulette stated that they have heard of another company that does it so they may have two companies bid. Paulette explained that it is supposed to last 16 years which is 2 years longer than grinding and putting down regular asphalt. It is being tested on a heavy traffic road to see how it holds up.

David Jodoin asked what is going on with culverts. The title of the capital reserve has been changed and there is \$84,000 in the account. Jim stated that right now they are adding another \$60,000 in appropriations. Next year the culverts need to be done on Buck Street. Jim discussed the North Pembroke Road Bridge and that it has not gone out for bid and is currently still on the plan to start at the beginning of next year. If there are more delays, more funds may need to be encumbered for the project. There is currently \$365,000 in savings for that project.

Gerry asked if we are still partnering with Concord. David stated that Concord will still be manage the project but they have run into some issues that caused delays. Paulette stated that CNRP will start doing the inventory on the culverts. He was asked to do the culverts this year that they plan on paving in the next two years. Paulette explained that the ones on Buck Street that need to be replaced are old metal pipes and there are most likely two others. How many metal pipes there are left so they can add them into the capital reserve plan properly? Gerry asked if they are going to have to dig up the roads or are some of these larger culverts candidates for some sort of liner. Paulette said it depends largely on the water flow. Jim stated that in the past 5 years they have done two liners and in 2019 they did one full replacement. Jason stated that they are updating the standards of what they will accept for a pipe so there will be no more galvanized or iron. They are only accepting all plastic which has a 50 year life span. They have also decided that they are going to start replacing culverts the year prior to road being paved. Paulette, Jim, Jason and David discussed different funding approaches with regards to bonds and spreading out payments as well as a more complete CIP plan. Gerry stated that the Committee will need a more complete picture and more solid numbers before the committee votes on the projects. Gerry shared concerns for the condition of Main Street since it is now being put off until 2022.

The Committee discussed the engineering of Main Street. There will be 2.5 feet of road added. The sidewalks and parking will change and the light poles will have to be moved. Jim stated that water and sewer are both aware of the project.

#### Department of Public Works – 2020 Requests

Jim Boisvert, Director of Public Works, discussed the Department of Public Works 2020 CIP Request. The request is for a loader in the amount of \$175,000. Last year they had to make the choice between a loader and a new truck and the Department chose the truck. The truck will be here next week. There is a problem getting the products to make the trucks causing factory delays across the board. The company that the Department uses is trying to get the date pushed up. The loader should have been replaced last year and it is causing the bigger projects that it is needed for to be pushed back.

Jim discussed the camera system the Committee received a request for. The camera will be hi-definition and pointed towards the opening of the park. They will be able to see who is coming into the park. There are cameras throughout the park, the pump station, and DPW but there is nothing facing the opening of the park. There is a lot of activity going on at the park. The cost of the camera system is \$9,408

The next meeting will take place at Town Hall to discuss the Water, Sewer, Energy, and Facilities CIP Requests.

There being no further business to come before the committee, Bob Bourque made a motion to adjourn, Sandy Goulet seconded that motion, and the meeting adjourned at 7:57 p.m.

Respectfully Submitted,

Jillian McNeil  
Recording Secretary