

**Pembroke CIP Committee
Meeting Minutes
August 25, 2010, 7:00 PM**

I. Call to Order – Gerry called the meeting to order at 7:01 PM.

II. Attendance

Members: Gerry Fleury, Chair and Budget Committee Rep.; Tina Courtemanche, Selectmen Rep.; David Sheldon, Alt. Selectmen Rep.; Ron Nowe, Planning Board Rep.; Rick Mitchell, School Board Rep.; Bill Hamilton; Rosemarie Michaud; Dianne Schuett; Bryan Christiansen
Others: David Jodoin, Town Administrator; Rose Galligan; Jim Boisvert

III. Approval of Minutes

A motion to approve the minutes of August 18, 2010 as amended was made by Bill, seconded by Ron, and passed by unanimous vote.

IV. Recreation Commission 2011 Capital Needs

This portion of the meeting took place at Memorial Field. Rose Galligan reviewed items requested including paving the pavilion, stage for Old Home Day and possibly other events, replacement tractor, and backstop fencing for the baseball field.

Pavilion – paving the pavilion is requested primarily due to safety concerns as well as making it easier to clean and move tables. Four estimates were received ranging from \$4,000 to \$7,200. Cost could be lower if the DPW excavates the area (removes crushed stone) however no estimate has been requested for the site work.

Some members of the committee felt that 4” was too thin for the slab and requested that Rose check the standards possibly making it 6” in the center with 4” around the edges. Also discussed was the option of an access path to the pavilion from the parking lot which had not been considered. There was a question as the fees to rent the pavilion and how often it is rented. Rose indicated that the rental fees are at least \$30 for the first 3 hours plus \$10 for each additional hour. Information on the actual amount of rentals can be found in recreation’s meeting minutes.

Permanent Stage – the stage would be 24x40 located to the left of the pavilion and would be used primarily for Old Home Day instead of a temporary stage each year. It would also be available to youth groups, the summer recreation program, and potentially a summer concert series. Rose indicated that the commission is attempting to involve the boy scouts to build the stage portion of the project. The total estimated cost of the project including stage material and labor, walls, metal roof materials and labor, and foundation work is \$21,800. They are proposing the foundation next year in the amount of \$3,000. The following year they would work on the roofing portion of the project. Rose indicated that there is substantial savings by pouring the footings for the stage at the same time as the concrete slab is poured for the pavilion.

Items discussed involving the stage were location, ground condition/wetland areas, and the location of the old dump.

Rose will research these issues. Gerry suggested an option of the commission completing only one project per year versus all at once and requested that Rose obtain information from the DPW on site work for both projects.

The backstop at the baseball field needs to be replaced as it has separated. The fence company that repaired it last year recommended that it be replaced because it is beyond repair and poses a hazard to players. The bottom of the backstop would be replaced with 6 gauge chain-link and the top with 8 gauge chain-link. The standing posts will remain intact. Estimates range from \$3,600 to \$4,500. Rose indicated that the wings may also need work at an additional cost.

There was some question as to what could be done to maximize the aesthetics of leaving the old posts with new fencing. Rose will check with the fencing companies.

Rose indicated that for the concrete pad under the pavilion, the footings for the stage and the backstop replacement would cost approximately \$10,000 and could come out of their capital reserve fund which has a balance of approximately \$70,000.

The current tractor being used was bought by DPW in the 1980's. It still runs however repair costs have been substantial. A cost estimate was received from North Country Tractor for a John Deere X740 ULT Turf 2WS for \$9,950. The tractor would be diesel which would have a longer lasting mower, better cut quality and would require less maintenance.

It was requested that Rose obtain quotes for a tractor similar to the newer one currently being used rather than upgrading to the 700 series.

At this time, the meeting moved to the Public Works building.

V. Department of Public Works 2011 Capital Needs

Dave Jodoin distributed updates to the CIP schedule for years 2011-2016 dated 8/23/2010 as well as a Public Works Inventory spreadsheet. Paulette Malo, Chris Culberson, and Brian Seaworth were present for this portion of the meeting.

Jim Boisvert, Director of Public Works reviewed 2011 capital needs.

Municipal Facilities

Roof replacement is needed at the Perry Eaton Building for an estimated cost of \$21,000. The original roof is still in place (1931) and has significant blistering in several large areas which are showing signs of cracking. Dave Jodoin indicated that the municipal facilities capital reserve fund could be used for this purpose.

Chimney repair is also needed at the Perry Eaton building for an estimated cost of \$4,100. Five feet of chimney will be torn down and rebuilt.

A question was raised regarding revenue from the Perry Eaton Building. Dave Jodoin indicated that in 2009, approximately \$17,000 was received in revenue and the expenses totaled approximately \$10,500.

Carpeting replacement is needed in the assessing area at Town all. This was originally estimated at \$8,000 but according to Jim, can be done for approximately \$5,000.

The Town Hall basement drainage system needs work and is estimated at \$7,000. Different options were discussed however the Building Committee recommends trenching and a sump pump system which is approximately \$4,000 less than the alternative plan. There was some concern as to whether the recommended plan would solve the problem and if an architect should be called in.

Department of Pubic Works

A new Ford F-550 small dump truck is being requested to replace the 2004 dump truck. The wear and tear of this vehicle is much greater than indicated by mileage (38,519). It is used to plow streets and highways and to carry a fully loaded sander. The estimated cost for the new truck is \$40,974 with an additional \$34,000 for attachments.

There was some discussion about the possibility of purchasing a bigger truck but Jim feels that the requested truck will be sufficient.

There were no requests from Solid Waste however there is an account with a balance of \$124,000 that will cover phase 2 of the landfill closure including hot top and fencing.

Dave Jodoin explained that he did not receive any requests for sidewalk maintenance/repair but has added a \$30,000 appropriation to the capital reserve fund which has been done in prior years (with the exception of last year). Paulette indicated that the Roads Committee requested that Jim resubmit the sidewalk maintenance/repair work that was eliminated last year. Jim was unaware of this and asked if this request is included in the roads committee's meeting minutes.

Paulette requested that the CIP request form be revised for sidewalks and roads as the criteria on the forms do not meet their needs. Dave indicated that the CIP request form has been used for many years but will attempt a revision.

Road Reconstruction and Repair is estimated at \$885,748. Bonding the Broadway Project out over a 5-10 year period was discussed. Dave Jodoin indicated that the Selectmen are in favor of the project and have committed to it over the next few years until it is complete however they have requested actual dollar amounts before a decision is made on whether to bond or not. Dave is preparing preliminary numbers of a debt schedule and the Selectmen will be meeting with the Roads Committee on September 7th. Gerry is concerned that all resources will be put into one project and requested firmer numbers. Jim Boisvert stated that the Roads Committee has 12-13 other projects that could be done should the Broadway Project not pass. Dave Jodoin indicated that more information will be forthcoming.

Jim was asked his opinion of the site work at the pavilion to prepare for the concrete slab. Jim indicated that he has received no requests.

VI. Other Business

The next CIP meeting is scheduled for September 1st at the Town Hall and will include meetings with Water, Sewer and the Cemetery Commission.

VII. Adjournment

A motion to adjourn at 8:40 PM was made by Bill, seconded by Tina, and passed by unanimous vote.