

**Pembroke CIP Committee
Meeting Minutes
September 1, 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; Dianne Schuett; Bryan Christiansen; *Excused:* Rosemarie Michaud
Others: David Jodoin, Town Administrator
Cemetery Commission: Dave Richards, Chair; Jim Garvin; VJ Ranfos; Roland Young
Pembroke Water Works: Louise Roberts, Chair; Chris Culberson; Norm Provencher

III. Approval of Minutes

A motion to approve the minutes of August 25, 2010 as presented was made by Rick, seconded by Bill, and passed by unanimous vote.

IV. Cemetery Commission 2011 Capital Needs

The Cemetery Commission is requesting that fencing be installed along the Evergreen Cemetery in accordance with RSA's. Dave Richards indicated that they plan to use fencing similar to the Buck Street Cemetery. Estimates have been received as follows: 40 7 X 7 granite posts and hardware installed by Swenson Granite in the amount of \$7,720 plus \$95 delivery charge, and 418' of 5/16 black powder coated chain in the amount of \$4,867 as well as installation of the granite posts for \$7,000; both by American Fence. If drilling through rock, ledge, roots, frost, etc. there may be additional drill charges. The total estimated cost for this project is \$18,882.

Additionally, curbing between the granite posts is being requested for a total of \$8,000 which includes materials and installation. Gerry asked if the curbing could be done at a different time than the fence. Dave Richards responded that this would not be advisable as the curbing reduces the amount of frost on the posts.

Bill asked if the Commission is receiving pressure to install fencing due to RSA requirements. Dave Richards responded no however the Commission's main concern is the preservation of all Pembroke cemeteries.

The Commission is requesting cleaning and grading along the back wall of the RT 3 cemetery due to sumac growth and other vegetation, for an estimated amount of \$2,750 from BMC Contractors.

There was a brief discussion regarding funding for the above projects. Dave Jodoin indicated that there is currently \$14,189 in the cemetery capital reserve account. To complete all projects not including curbing, a \$5,000 appropriation in taxation funds would be required. An additional \$8,000 would be required for the curbing. He also indicated that the \$2,750 for cleaning and grading does not meet the cemetery's threshold for capital expenditures therefore an option could be to look at this expense possibly being covered under the Public Works mowing contract.

V. Pembroke Water Works 2011 Capital Needs

The capital improvements budget for 2011, funded from permit fees, is \$50,000. Two of the large items include \$20,000 for waterline replacement in anticipation of the upcoming construction in the downtown area; and \$20,000 for meter replacement as their goal is to replace all meters which will save substantially on labor costs. It is Water Works' belief that the majority of these funds will come from permit fees to be paid by the National Guard once their construction begins.

The capital improvements budget for 2011, funded from operating, includes \$10,000 building; \$5,000 back hoe; and \$5,000 generator for a total of \$20,000.

A question was addressed to Dianne Schuett regarding the installation of fuel tanks on RT 106. Dave Jodoin explained that there are new requirements being put in place for fuel tanks and there is a possibility that Pembroke may have to move the fuel out of Public Works as all fuel must be out of the ground by 2015 or it must be encased.

There was a brief discussion regarding a possible discrepancy in account balances shown by Town Hall versus Water. Dave Jodoin will research and Gerry will obtain current statements.

VI. Sewer Department 2011 Capital Needs

No representatives were present from the Sewer Department. The Bow pump station was briefly discussed as well as their capital reserve account.

VI. Other Business

Gerry indicated that a revised library estimate has been received for a security surveillance camera to be installed for a total of \$9,456 versus the book detection system originally requested. They have also submitted a request in the amount of \$3,500 for books.

Gerry reminded the committee that it is not the role of the CIP Committee to approve or deny requests but rather to rank items in order of importance. He requested that Dave Jodoin prepare all necessary documentation for the public hearing being held next week as well as CIP spreadsheets for ranking purposes as it was agreed that the committee will rank all items immediately following the public hearing. This will eliminate the need for the final meeting scheduled for September 15th. The CIP Committee is scheduled to present to the Board of Selectmen on October 4th. Gerry asked if a presentation is required for the School Board. Dave Jodoin will follow up.

VII. Adjournment

A motion to adjourn at 7:50 PM was made by Tina, seconded by Bill, and passed by unanimous vote.