

**Pembroke CIP Committee
Meeting Minutes
August 26, 2009, 6:30PM**

1. **Call to Order** – F. Kline called the meeting to order at 6:30 PM.
2. **Attendance - Members:** Fred Kline, CIP Chair, School Board Rep.; Tina Courtemanche, Selectmen Rep.; Gerry Fleury CIP Vice Chair, Budget Committee Rep; Brian Seaworth, Planning Board Rep.; Bill Hamilton; Bryan Christiansen; Rosemarie Michaud; Dianne Schuett
Others: David Jodoin, Town Administrator; Jim Boisvert, Public Works Director
Excused: David Sheldon, Alt. Selectmen Rep.

3. **Library Update**

Siding

There was a lengthy discussion regarding library siding including options for repair, warranties, and possible litigation. G. Fleury feels that the solution to this issue will ultimately be to re-side the building and that a long range plan needs to be determined; possibly setting up a capital reserve fund over a period of 3-4 years. No decision will be made until more research has been done on the manufacturer, the builder and the product itself. D. Jodoin agreed to follow up. F. Kline suggested that D. Jodoin also follow up with M. Brezovsky, Library, for information on the history of this issue.

Meeting Room Flooring

J. Boisvert has obtained quotes from George's Carpet who has done work for Pembroke in the past. The quote to install new carpet is \$2,720 which includes removal and disposal of existing carpet. The quote to install VCT tile is \$3,090 which also includes removal and disposal of existing carpet but does not include any wall repair that may be necessary due to the change in type of flooring. J. Boisvert stated that DPW can make any necessary repairs. According to J. Boisvert, the library is unaware of these new quotes. F. Kline requested that D. Jodoin to follow up with library personnel and ask them if they would like to amend their request for flooring from \$4,200 to \$3,000 before the public hearing.

G. Fleury is concerned about the additional echo factor in the meeting room should VCT tile be used and informed the committee of sound absorption options.

Handicapped Door

D. Jodoin reported that Everett Hodge, Code Enforcement Officer, indicated that there are no issues with installing the door.

G. Fleury questioned whether or not the cost of the push button access for both doors being brought to code was included in the price. D. Jodoin will confirm.

Tables and Chairs

D. Schuett reported that Donation Depot in Hooksett has closed and the only other possible alternative for surplus furniture is White Farm in Concord.

Annual Capital Reserves

A question was raised at the last meeting regarding annual capital reserve items. D. Jodoin reported that he has added the \$3,500 request for books into the CIP schedule as an annual appropriation; the \$2,100 copier lease fee should be included in the library's operating budget; the \$5,000 for computer upgrades (five-year CIP project) is believed to be in the library's operating budget. T. Courtemanche indicated that although the \$5,000 for computer upgrades had been requested on an annual basis for five years, it will not necessarily be approved each year. It was decided that the computer upgrades is not a CIP item.

Library Priorities (obtained by D. Jodoin from C. Stosse via e-mail)

1-Siding; 2-Handicapped Door; 3-Flooring; 4-Furniture; 5-Projector

4. Jim Boisvert, Public Works Director

2010 Building Capital Needs/Requests

Town Hall Carpeting

According to J. Boisvert, the town hall carpet is no longer cleanable due to its condition and has not been cleaned for three years. The Building Committee is requesting that the carpeting on the first floor (not including Paulsen Room) be replaced and that VCT tile be used in the hallway and reception area. A quote was received from George's Carpet in the amount of \$8,515. J. Boisvert will obtain quotes for carpet cleaning.

There was a short recess while the committee viewed the carpets. D. Jodoin indicated that to further preserve any new carpeting, it should be sealed (Scotchgard) each time they're cleaned.

Safety Center Heating System at Fire Station Section

This request is being recommended by Fire Chief Harold Paulsen. In March, 2008, a quote was received from G & O Heating And AirConditioning Inc. for a single boiler replacement for \$20,037.50 and a dual boiler replacement (recommended) for \$20,312.75. The efficiency benefit for the dual boiler is 95% versus the current 82%. J. Boisvert has requested a quote from LDG and is also working on paperwork for a National Grid Rebate Program.

J. Boisvert stated that the boiler is currently operational and not leaking. F. Kline read into the record a portion of a letter from Rick Johnson, Weil-McLain, "Where we run into an issue is with the elastomer seals.

Where the boiler has been over fired for many years and the rope seal has deteriorated to the point where it is leaking gases into the boiler room, I think the seals that connect the waterway sections may also be compromised". This letter is not dated but is believed to have been received in December, 2008.

The boiler issue was discussed at length. G. Fleury questioned if the new boiler was cast iron or steel. J. Boisvert did not have the specifications but will follow up with LDG and report back to D. Jodoin.

R. Michaud inquired as to costs of repairing the existing boiler. D. Jodoin stated that it's hard to tell until they take it apart. Once they take it apart, there is no guarantee that the seals will adhere.

Safety Center Air Conditioning at Fire Station Section

This request is being recommended by Fire Chief Harold Paulsen. A quote in the amount of \$22,000, which includes the approximate cost of \$3,400 for wiring, was received from G & O Heating And AirConditioning Inc. Currently, the only rooms with A/C are the radio room and the sleeping quarters (non-window unit brought in by Tri-Town). The new A/C will cover the offices and the right side of the bay but not the bay itself.

Generator

The Highway Department is requesting the purchase of a new 55 KW, 400 AMP, diesel fueled generator in the amount of \$45,000. J. Boisvert has supplied Chief Lane with grant paperwork through the Hazard Mitigation Agreement. The grant application is due September 17, 2009. It is unknown when the grant, if approved, will be awarded.

The Highway Department is in possession of an old 17 KW generator that could be made operational for a cost of approximately \$17,000 but would have minimal capabilities i.e. gas pumps, lights.

B. Hamilton inquired if the grant would cover the entire cost or if it would be a matching grant and if the grant could cover the repair of the old generator. D. Jodoin indicated that it could be either 100% covered or matching but if the grant is for a specific purchase, it will not cover the cost of repairing the old generator.

Town Clock Window Replacement

The Building Committee is recommending the top floor windows at the Town Clock building be replaced as it is the town's responsibility to maintain the top floor. The approximate cost from one quote was \$5,000 and would be for vinyl clad windows. D. Jodoin explained that the Board of Selectmen asked that he get feedback from Jim Garvin; Jim stated they should be replaced with replicas or repaired.

Other

J. Boisvert briefly mentioned an issue with crumbling cement at the Perry Eaton building.

J. Boisvert indicated that the town is in violation regarding the salt shed and he will be re-evaluating it once the recycling carts issues are complete.

The committee requested that the Building Committee prioritize their requests. J. Boisvert will follow up and report back to D. Jodoin.

5. Capital Reserve Account Review and Discussion

G. Fleury provided the committee with a list of all capital reserve accounts. The committee reviewed all accounts and activity in an effort to locate those that are inactive and could possibly be transferred to the general fund. There did not appear to be any dormant accounts however, the following funds were discussed in more detail:

Foss Library Book Fund – This account’s interest can be used for book purchases. It currently has a balance of \$6,652.55 of which \$1,985.93 is interest. There has been no interest withdrawn from this account since 2003.

Library Media Fund – This account was started in December, 2008, has a balance of \$3,509.90, and has had no activity to date. This account is for the purchase of reference materials.

Salt Shed – The balance of this account is \$98,908.61 and the purpose was changed to municipal facilities, which indicates it can be used for any building that belongs to the town. It is unclear if the library would be included.

250th Anniversary – This account has a balance of \$2,535.84. Any remaining balance in this account will be used or the Selectmen will recommend the remaining funds go to the general fund. G. Fleury stated that the fund will have to also be discontinued.

The School Department accounts will be discussed further at the next meeting.

6. Approval of Minutes

A motion to approve the minutes of 8/19/2009 as presented was made by G. Fleury, seconded by B. Hamilton, and passed by unanimous vote.

7. Other

Based on information received by D. Schuett, she will not be submitting a Bill to relieve the cemetery fence obligation but stated that the fence can be simple in nature.

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There was a brief review of the 2010-2015 CIP spreadsheet prepared by D. Jodoin. F. Kline requested that D. Jodoin update the spreadsheet and narrative before the public hearing.

- 8. Adjournment** – A motion to adjourn the meeting at 9:03 PM was made by B. Hamilton, seconded by T. Courtemanche, and passed by unanimous vote.

Meeting Schedule – All remaining meetings will be held at Town Hall and will begin at 6:30 PM *with the exception of the School Board on September 2nd which will begin at 6:00 PM.*

September 2nd - School Board, Water, Sewer
September 9th - CIP Public Hearing
September 16th - CIP Final Approval
October 5th - CIP Presentation to Selectmen