

**Pembroke CIP Committee  
Meeting Minutes  
July 15, 2015, 6:00 PM**

**1. Call to Order** – Gerry called the meeting to order at 6:06 PM.

**2. Attendance**

*Members:* Gerry Fleury, Chair and Budget Committee Representative; Rosemarie Michaud, Vice Chair; Bryan Christiansen; Michael Crockwell, Selectmen Rep.; Larry Young, Planning Board Rep.; Janna Culberson, School Board Rep.; Tina Courtemanche, Alternate Selectmen Rep. *Others:* David Jodoin, Town Administrator; Rose Galligan, Chair, Recreation Commission; Jim Garvin, Secretary, Cemetery Commission; Jim Boisvert, Director of Public Works *Absent:* Dianne Schuett

**3. Approval of Minutes 7/8/2015**

A motion to approve the minutes of 8/13/2014 was made by Bryan, seconded by Larry, and passed by unanimous vote.

A motion to approve the minutes of 7/8/2015 was made by Tina, seconded by Rosemarie, and passed by unanimous vote.

**3. Recreation – 2016 CIP Requests**

Rose was present to review the Recreation's CIP requests.

***Fencing - \$8,410***

\$4,050 - Install fencing around the basketball court to prevent balls from rolling toward the parking lot and pavilion. The request is to install 60 feet of 8' high fence at the pavilion side of the court, and 95 feet of 6' high fence at parking lot side of the court. The fence will be 6 gauge black chain.

\$4,350 - Install 415 feet of 8' high chain link fence at softball field. Fabric will be on correct side and have knuckle x knuckle on end (not barbed). Currently the bottom of the fence is barbed which presents a safety issue.

***Bathroom Renovations - \$20,000-\$23,000*** - The plan is to renovate the bathrooms, one with handicap access. All fixtures would be replaced and motion lights added. To make both bathrooms handicap accessible, the building would have to be expanded which is cost prohibitive at this time. It is suggested that unisex bathrooms are not used at a playground.

Rose requested to meet with the CIP Committee a second time in order to provide plans for the bathrooms that are not yet available. The Committee agreed and Gerry requested that she email the plans for review prior to the meeting. The meeting that Recreation will be added to has not been determined.

***Climbing Toy - \$4,000-\$5,000 (includes installation)*** - A climbing toy was removed as it was not in compliance according to the CPSC. The Recreation Commission has asked PALS and the Women's Club to contribute to the cost.

***Playground Chips/Borders - \$13,100*** - Remove and dispose of 5' of sand in the playground area (approximate area 100 x 70), and install and compact certified playground mulch/chips. Install 80 linear feet of plastic edging where needed, and install swing mats under all swings and under the slide (recycled rubber). This cost will be lower if the Department of Public Works performs some of the work. The current playground no longer meets code based on the audit performed by Primex.

The Committee took a brief tour of the areas reviewed above.

At 6:37 PM the Committee recessed then reconvened at the Department of Public Works at 6:45 PM.

#### **4. Cemetery – 2016 CIP Requests**

Jim Garvin was present to review Cemetery's CIP Requests.

***Pembroke Hill Cemetery - \$4,000*** – Clear, grub, and grade land at back of cemetery to prepare for additional saleable lots.

***Pembroke Street Cemetery - \$11,000*** – Repair 21 damaged monuments. Cost estimate provided by Donald Cotnoir of New Hampshire Monuments.

***Create Reserve Fund - \$5,000*** – To be used for surveying, subdivision, and layout of new cemetery. This request was discussed in detail. Gerry noted that it is not the position of the CIP Committee to approve or deny requests but rather to prioritize/rank them in order of importance. Requests are then forwarded to the Budget Committee for review and become part of the budget process. He outlined the options in which a capital reserve fund can be created. He suggested however that a strategy be formed including the Board of Selectmen being listed as the agents to expend. This will be important if funds are needed quickly to purchase land versus the requirement of Town Meeting approval. Additionally, the creation of a Capital Reserve Fund will require the submission of a warrant article to be voted on at Town Meeting. Gerry asked if Jim would like to discuss this further with the Cemetery Commission or leave as is for CIP consideration. Jim replied that he will leave the request as stated but would discuss the issue further with the Cemetery Commission at their next meeting.

Gerry inquired as to standards for plantings at cemetery grounds. Jim replied that the Commission is addressing this issue. He explained that Town Code states that the Department of Public Works has the authority to cut overgrown plantings that obscure the view of monuments. He indicated that the Commission always attempts to contact family prior to any trimming.

Gerry inquired as to potential new cemetery grounds. Jim replied that the Commission has considered this however there is currently no Town land available. Recently, they looked into purchasing a parcel of land for sale however it was cost prohibitive. Donations of land have been offered however it is not conducive at this time. Should the request for a capital reserve fund be approved, it would allow the Cemetery Commission to proceed with the purchase of land or the acceptance of donated land.

## **5. Public Works Department– 2016 CIP Requests**

Jim Boisvert was present to review CIP requests for Roads and the Department of Public Works.

### ***Road Paving – Estimated at \$277,800***

There were two separate project summaries submitted. The Roads Committee is requesting road projects at Noyes Street, Kimball Street, Ross Road, Melissa Drive, and Micol Road in the amount of \$277,800. The Department of Public Works is requesting road projects at Kimball Street, Noyes Street, Upper Beacon Street, Third Range Road, and Middle Beacon Road. The cost is not yet available however David anticipates it to be similar to the Roads Committee's estimate. Mike Vignale, KV Partners, is preparing cost information.

### ***Department of Public Works***

***6-wheeled dump truck; International 7400 - \$175,000*** - This will replace the 2000 dump truck which has had an annual maintenance cost of \$7,000 for the past three years. Maintenance primarily includes tires, clutch, hydraulics, etc. Possible trade-in price for the current vehicle is \$5,000-\$8,000.

***Heating System - \$21,028*** - Installation of natural gas in the garage. The radiant heating system in the garage is not providing adequate heat and the heating costs have increased. The heating cost in 2014 was \$5,884.00. The heating cost from January through May of this year is \$5,365.00. The radiant heat will be disconnected, not removed. The CIP Committee requested that an estimate of savings by converting to natural gas in the garage be provided. Jim agreed to have this available by the August 12<sup>th</sup> CIP meeting.

Jim provided an update on the building's foundation underpinning and repair. He explained that the building has not moved during the past year therefore no further action is needed at this time.

Jim indicated that no work is being requested at 4 Union Street however Dana Carlucci is looking at drainage for roof, and brickwork. Gerry inquired about the retaining wall at 4 Union Street. David explained that it continues to be an issue however they are addressing the issue of water run-off first.

**6. General Discussion**

The location for the meeting with the School Department has not yet been determined however based on all of the School's CIP requests Janna will request that it be held at Three Rivers School. Gerry asked if the CIP requests have been reviewed and approved by the School Board to which Janna replied yes.

**7. Future Meetings**

All meetings will be held at Town Hall at 6:00 PM unless otherwise noted.

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| July 22 <sup>st</sup>     | School Board   |
|                           | <i>Meeting to be held at Three Rivers School</i>                     |
| July 29 <sup>th</sup>     | Police Department, Admin/Municipal Facilities, Library, Water, Sewer |
| August 5 <sup>th</sup>    | Public Hearing   |
| August 12 <sup>th</sup>   | CIP Ranking and Final Report   |
| September 7 <sup>th</sup> | CIP Presentation to the Selectmen                                    |

**8. Adjournment**

A motion to adjourn the meeting at 7:55 PM was made by Bryan, seconded by Mike, and passed by unanimous vote.