

MINUTES OF THE AUGUST 5, 2021

PEMBROKE CAPITAL IMPROVEMENT (CIP) COMMITTEE MEETING

TOWN BUILDING REQUESTS

The CIP Committee held a meeting on August 5, 2021, at 6:30 p.m., at Pembroke Town Hall, Pembroke New Hampshire

The meeting was called to order by Gerry Fleury at 6:40 p.m. Those present and absent were as follows:

PRESENT:

Gerry Fleury CIP, Budget Committee	David Jodoin Town Administrator
Karen Yeaton CIP, Selectman	Gene Gauss CIP, School Board
Kevin Foss CIP, Planning Board	Bethany Chase Reynolds CIP, Resident
Rosemarie Michaud CIP, Resident	

ABSENT:

Andrew Yonchak
CIP, Resident

ALSO PRESENT:

Sue Whitbeck Library Trustee	Pentti Aalto Energy Committee
Richard Wengenroth Energy Committee	Matt Miller Energy Committee
VJ Ranfos Director, Department of Public Works	
Bob Fanny Department of Public Works	

Karen Yeaton made a motion to approve the minutes of July 29, 2021 as amended, Rosemarie Michaud seconded the motion and they were approved unanimously.

Library – 2022 CIP Requests

Sue Whitbeck, Library Trustee, asked the Committee to take a serious look at roof and insulation repairs they have been discussing the last few years. Gerry Fleury explained that in previous years when they have discussed this issue, the consensus of the Committee was that they do not want to put a new roof on the building if there is flawed insulation that causes heat buildup which is prematurely deteriorating the shingles. Gerry expressed concerns for the option of spray foam insulation that could break down over time and produce a dangerous gas. They need to deal with the ventilation and come up with a complete plan. Sue stated that during the last visit by the Building Committee, there was talk of a type of insulation that goes outside before the new roof would go on. David Jodoin explained the Building Committee did a walk through of the project and had some recommendations. Liberty Utilities will be doing energy audits around Town and will visit the Library. There is a possibility there may be grant money available that would help the potential costs which are upwards of \$150,000 for both the insulation and re-roofing. Gerry asked if library maintenance falls under the Town General Building Maintenance Capital Reserve. David answered that it does and he will hand out the capital improvement schedule to the Committee at the end of the meeting where they will be able to see the balance of all the reserves against the planned expenditures. Rosemarie Michaud asked if bonding the work is a possibility. David explained they will have to bond for the Main Street project but they wouldn't have enough building repairs at the Library to justify bonding.

Energy Committee – 2022 CIP Requests

David Jodoin explained the Energy Committee is not presenting anything for 2022 and are at the meeting to observe the process. Gerry Fleury asked if the Committee could talk about anything they are currently working on. Richard Wengenroth, Chair Energy Committee, explained they officially began meeting regularly two months ago. They are working on putting together a mission and direction plan and getting established. Going forward, the Committee would like to work with other groups in Town whenever an issue or project comes up. For example, they could be assistance to the Library since they are having energy issues. The Committee likely will not come forward with specific requests to CIP but rather help other Committees with their requests. They would like to make the Town more resilient to potential rising energy costs and market fluctuations. Gerry Fleury explained the Energy Committee has a capital reserve account the Selectmen are agents to expend on, if they have a project.

Matt Miller, Energy Committee, asked what the annual cycle is for the different committees. He sought to understand how they figure out projects and how they write up proposals when they come to CIP. Gerry Fleury explained the process of the Capital Improvement Committee and discussed the how the Energy Committee has historically functioned.

Pentti Aalto, Energy Committee, explained how the Committee has been looking at trying to get more involved as decisions are made. They would welcome any direction if there are items for them to look at it. VJ Ranfos, Director Public Works, stated the Liberty Utilities audit will happen August 24th at 1:00 if they would like to be a part of it. They will begin at the Department of Public Works.

Building Committee – 2022 CIP Requests

Requests:

Upgrade and Preservation of Town Clock	\$24,140
Weather-strip Garage and Service Doors at DPW	\$5,000
Metal Roof Repairs DPW	\$5,000
Repair Settling Foundation	\$62,250
Hanging Modine Heaters in Old Garage DPW	\$5,718

Repairs at Safety Center #1	\$3,450
Project at Safety Center #2	<u>\$11,860</u>
	\$117,418

David Jodoin explained the requested amount of \$24,140 for the Town Clock breaks down to \$15,225 in repairs to the structure and \$8,915 repairs to the mechanism within the clock. In the packet there is also a 5-year schedule of repairs for the clock and clock building. Rosemarie Michaud noticed the explanation of work on the 5-year schedule lists the same work to be completed on the exterior year after year. David answered he thought the plan is to do one side at a time. Gerry Fleury commented that it also seems like some of the work they plan to do every year on the interior, could be done once every several years. Gene Gauss commented on year two, they listed the need for new mahogany cribbing on the bell. There may be opportunity to reduce costs with a less expensive material. VJ Ranfos explained using the same materials that currently exist preserves the historical value. Gene stated they listed check ventilating fan and thermostat in year two but there is no mention of it prior to year two. Bob Fanny, stated it was fixed the last time they went in and did repairs so they plan to address it in the second year. VJ Ranfos will get clarification on the plan for the timing of the work being proposed.

David Jodoin explained interior repairs at the Safety Center are relatively minor right now but have the potential to become much larger issues. If there are unexpended funds at the end of this fiscal year, they may be able to do some of the smaller repairs. Gerry Fleury explained they should be cautious when they take an existing building and subdivide a room. They need to plan for proper HVAC. Kevin Foss explained they did look at the room last week and the wall exists now and they really just need to put in a door to the area. There is already a thermostat in the reception area.

Gerry Fleury noted the proposal for the settling foundation at the Department of Public Works is 7 years old. VJ Ranfos explained that on the outside of the building, down by the last garage bay, there are signs of crimping in the siding and on the garage doors. The door frames are also shifting. Kevin Foss mentioned that it is also very noticeable on the roof line of the building. David Jodoin stated the Building Committee put a laser on the building and it was off 6 inches by the end of the building. VJ explained that there has been difficulty getting someone to come and look at the building in order to update the proposal. Gene Gauss suggested adding 50% percent onto the 7-year-old quote. Gerry Fleury asked if they have an idea of how much water flows under the building and wondered if soil was being gradually carried away. VJ stated they removed all the old tires and filled it in when they did the addition. Karen Yeaton asked if they did fill under the portion of the garage that is sinking, and it still continued to fail, what would be the next step. VJ answered they would need a structural engineer's opinion. Kevin Foss asked what year the addition was put on. VJ answered the year 2000. Rosemarie Michaud asked what the condition of the rest of the building is. VJ answered they need to do some work on the roof to re-secure it, they need to put heaters back into the older section of the garage, but overall, it is in ok shape.

The next meeting will take place at Pembroke Academy at 6:00pm to discuss Recreation and School District CIP Requests.

There being no further business to come before the Committee, Kevin Foss made a motion to adjourn, the motion was seconded by Rosemarie Michaud, and the meeting was adjourned at 8:01 p.m.