

## **MINUTES OF THE AUGUST 8, 2018**

### **PEMBROKE CAPITAL IMPROVEMENT (CIP) COMMITTEE MEETING**

#### **RECREATION, CEMETARY, & PUBLIC WORKS/ROADS REQUESTS**

The CIP Committee held a meeting on August 8, 2018, at 6:00 p.m., at the Pavilion at Pembroke Recreational Fields and the Department of Public Works, Pembroke New Hampshire

The meeting was called to order by Gerry Fleury at 6:00 p.m. Those present and absent were as follows:

#### PRESENT:

Gerry Fleury CIP, Budget Committee	David Jodoin Town Administrator
Larry Young CIP, Resident	Jillian McNeil Recording Secretary
Kevin Foss CIP, Resident	Ann Bond Selectman
Rosemarie Michaud CIP, Resident	Tina Courtemanche Alternate Selectman
Bryan Christianson CIP, Resident	Gene Gauss School Board

#### ALSO PRESENT:

Rose Galligan  
Chair, Pembroke Recreation Commission

Ellen Paulson  
Chair, Pembroke Cemetery Commission

Paulette Malo  
Vice-Chair, Roads Committee

James Boisvert  
Director of Public Works

Tina Courtemanche made a motion to approve the August 1, 2018 meeting minutes with the correction that Bryan Christianson had asked whether or not the School Board had done a traffic study and not the Police Department, Gene Gauss seconded the motion and they were approved unanimously.

Rose Galligan presented the Recreation Commission's 2019 CIP requests. Rose states that the first priority of the Commission is to bring both restrooms into ADA compliance, add motion lights, and replace all fixtures. These renovations will total \$33,800.

Bryan Christianson asked who typically uses these bathrooms. Rose responded that the Pembroke Summer Rec Program, anyone who reserves the pavilion, little league, and any weekend families utilizing the park. The bathrooms typically close for the year in November. Tina Courtemanche asked if they are open for the soccer leagues. Rose said they are but that the soccer teams prefer to use the porta-potties due to the distance from the fields to the restrooms.

Kevin Foss asked if the last big expansion/renovation was done in the 80's and is the condition still the same. Rose responded with yes with exception of the addition of a handicap ramp which is currently out of ADA compliance. There has also been some toilet replacements.

Rose informed the committee that LED motion lights will be going in soon because the lights are currently behind the door of the rec room door which is difficult for the summer rec program to see when they get there early in the morning. They will also be helpful during renovations.

Gene Gauss asked how many bids for construction the committee currently has. Rose says they are referencing one quote but have gotten another. David Jodoin explained that once approved, the Selectmen decide whether or not to waive the bidding process.

Rose discussed the Recreation Commission's second request for fencing around the basketball court. The fence will cost \$5,600. The fence would be 8 feet tall along the parking lot and 6 feet tall behind the two hoops, protecting the pavilion, and leaving the side that faces the woods open. Bryan Christianson asked where the gates would be located. Rose said that they would be along the ends of the courts.

Rose discussed a new gate for the ballfield as it was installed incorrectly but that request would be put off until next year. However, the Recreation Commission is requesting \$10,250 to replace the fence surrounding the softball field. Rose shared that the fence has rusted and there is exposed cement around the posts which present a hazard to players.

Gerry Fleury asked which fence would be the priority of the Commission. Rose said the softball field would be the priority fencing project. Rose said because of the trip hazards of the exposed cement posts, the commission would choose the softball field over the basketball court. The current fence is the original fence and is around 20 years old.

Tina Courtemanche stated that it is not within the purview of the CIP Committee to break up the requests. Gerry Fleury explained his question was to help determine priority based on the commission's priorities.

Bryan Christianson asked how the roof for the tractor building ended up. Rose exclaimed, "Perfect"

At 6:15 p.m. Bryan Christianson moved to put the meeting into recess to reconvene at the Department of Public Works.

Gerry Fleury reconvened the meeting at the Department of Public Works at 6:21 p.m.

Ellen Paulson presented the Cemetery Commission's 2019 CIP Requests. The first request is for \$6,100 for repairs to damaged monuments in the Pembroke Street Cemetery. A total of 5 stones are in need of repair

The second request is for \$6,200 for the partial rebuilding of perimeter wall and re-setting of fallen granite coping stones at Pembroke Street Cemetery.

The final request submitted is for the removal of one large dead white pine tree at the Pembroke Street Cemetery however, it will be taken care of in the current budget cycle lowering the total funds requested from \$14,200 to \$12,300.

Gerry Fleury asked how the repairs to headstones are done. Ellen explains that strictly epoxying stones is an older method and now there are aluminum or steel rods attached to the top and the bottom of the stone and then there is also some epoxy to hold those in. This negates the need to continual repair.

Larry Young asks about past discussions about the purchasing of the Buck Street Farm land. Ellen said that it does not look hopeful that the purchase would ever happen. It is more than likely a dead issue.

Gerry Fleury discussed potential perpetual care money in the trust funds available to the current broken monuments. Ellen and Gerry will do further research on this.

Bryan Christianson asked about the capacity left in the various town cemeteries. Ellen stated that with the removal of trees at Buck Street and the developed back portion of Pembroke Hill, the town will not be running out of space any time soon. She does not know the exact number of plots available right now, but would be willing to gather that information if requested.

Gerry Fleury asked about a policy on what people are allowed to plant. Ellen said they are looking into modifying and correcting cemetery town ordinances.

Paulette Malo and James Boisvert presented the Roads Committee's 2019 CIP requests of 3 culverts & Headers on Nadine Drive. The total cost was initially presented as \$200,000 however, the costs may reach upwards of \$400,000. The pipes will be lined with plastic and are expected to last around 75 years.

Bryan Christianson asked to clarify whether the committee is planning to re-line the culverts or put in new culverts. Paulette and James explained that with the water and sewer lines directly above the culverts, it would be more cost effective to re-line the culverts rather than dig them up and replace them. Bryan asked if the sewer and water lines would have to be replaced and Paulette responded that they were replaced in the 80's and would not need to be done for a long time.

Gerry Fleury asked if it is possible to do 1 culvert a year and use monies already in the operating budget. Can the committee use what is left over from the paving bond to do these culverts? Paulette said it is possible but then you are setting back other paving projects. David Jodoin explained that with cost overruns on other paving projects, they are not sure how much of the funds will be left over from the bond at the end of the year. At year end they will decide whether or not to encumber them and for what purpose. Gerry then asked what projects would be set aside if all the money in the operating budget was put towards the culverts. Paulette said finish coats on paving projects on roads such as Union St, Pleasant St, and 6<sup>th</sup> Range Road. Next year overlays of Upper Beacon Rd and East Meadow also need to be done.

David Jodoin asks which culvert is priority. Paulette says the one on Nadine Road that is just North of White Sands Road. David also asked if the culvert will be impacted by the construction of the new development. Paulette stated that it wouldn't be.

Gerry Fleury asked who paid for the paving of the parking lot at 4 Union Street. Paulette explained that the cost came out of the Road's Budget. David Jodoin says he will have a spreadsheet available on revenues and expenses of the building. He will also have a list of current projects.

Bryan Christianson asked what is happening with the culverts to cause them to fail. Paulette and James explained that they are metal, non-coated, galvanized steel and with water constantly running through them, they erode over time. Once the water hits the sand underneath the culverts, it can create sink holes and also cause the culvert to start to misshape and it's possible for them to collapse slightly. Going forward, the culverts are plastic when installed giving a longer lifespan than the galvanized steel. If the project funds do not get approved, it would then become an emergency repair. David Jodoin explained that the town would have to appeal to the State of New Hampshire, NH Department of Revenue and the Budget Committee to overspend emergency appropriations to get the funds.

Kevin Foss asked if the culverts are properly processing water. Paulette and James both stated that they are.

Gerry Fleury asked if there is only residential traffic going over the culverts. Paulette stated that it is and that they are doing traffic counts in that area next week. Last traffic counts were around 500 trips a day. Gerry then asked if there was a weight limit danger with trucks going over the culverts. Paulette stated that there was not. She also explained that during construction between Whittemore Road and Nadine Road, the contractor has agreed to stay to on Whittemore Road with his delivery trucks and construction vehicles. They will not come through the Donna Drive area at all.

James Boisvert presented the 2019 CIP requests for the Public Works Department. The first request is for a new air compressor to power air tools. The anticipated cost of the compressor is \$7,023.40. The current compressor is 38 years old and is no longer providing enough power to the air tools.

Larry Young asked if there is any trade in value for the current air compressor. James stated that there was not. The current one would be recycled when the new compressor is purchased.

The next item presented for purchase is a 6-Wheeler Truck and related equipment for a total of \$176,000. The department will be putting in a request to the state to receive 40% of the purchase cost from the monies that were awarded to the state from the Volkswagen Settlement. The current truck does not meet the federal clean air requirements. Gerry Fleury asked who would be dispersing the grant money. James explained that the Attorney General makes the decisions. Gerry asked what the guarantee would be that this money would be awarded to the town for this. David Jodoin and James explained that there is no guarantee and that is why the request is for the full amount of the purchase price.

Bryan Christianson asked if this truck would be used for plowing. James said that it does. Bryan then asked if a new truck was purchased would their plowing strategy change. James indicated that it would not. The current 10-wheeler would turn into a spare truck. It is currently costing \$4,000-5,000 a year in repairs.

James presented the last item for the 2019 CIP, \$198,3000 for a new loader. The previous loader is showing signs of wear and tear in the hydraulic system and has 7,104 hours on the engine. The previous loader will be traded in for roughly \$35,000-50,000. The loader would also qualify for monies from the Volkswagen Settlement.

Bryan Christianson asked if it is the loader that takes the recyclables. James indicated that it was.

Gerry Fleury asked if James to explain which brand he is looking to purchase. James explained that currently the loader is a John Deere but this loader will be going out to bid.

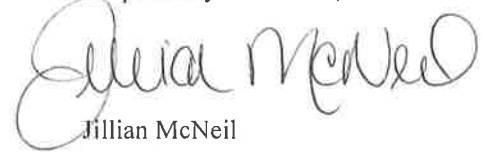
Gerry Fleury asked what the purpose of this loader is. James explained that this loader loads trucks with sand and salt, construction in summertime, and other various uses for the town. He would need a heavy-duty machine.

David Jodoin asked James between the two pieces of heavy equipment, which would be the priority. James answered that the 6-wheeler would be first priority and then the loader.

Gerry Fleury stated that given the number of requests, the committee should plan for 2 nights of meetings dedicated to just the school district.

There being no further business to come before the committee, Kevin Foss made a motion to adjourn, Larry Young seconded that motion, and the meeting adjourned at 7:18 p.m.

Respectfully Submitted,



Jillian McNeil  
Recording Secretary