

## **MINUTES OF THE JULY 22, 2021**

### **PEMBROKE CAPITAL IMPROVEMENT (CIP) COMMITTEE MEETING CEMETERY, ROADS COMMITTEE, AND PUBLIC WORKS REQUESTS**

The CIP Committee held a meeting on July 22, 2021, at 6:00 p.m., at Pembroke Public Works, Pembroke New Hampshire

The meeting was called to order by Gerry Fleury at 6:07 p.m. Those present and absent were as follows:

#### **PRESENT:**

Gerry Fleury	David Jodoin
CIP, Budget Committee	Town Administrator

Andrew Yonchak	Richard Bean
CIP, Resident	Alt. Selectman

Kevin Foss  
CIP, Planning Board

Rosemarie Michaud  
CIP, Resident

Gene Gauss  
CIP, School Board

#### **ALSO PRESENT:**

VJ Ranfos  
Director, Pembroke Public Works

Ellen Paulsen  
Pembroke Cemetery Commission

#### **EXCUSED:**

Bethany Chase-Reynolds  
CIP, Resident

Rosemarie Michaud made a motion to nominate Gerry Fleury as Chairman, Gene Gauss seconded the motion, and the motion was approved unanimously.

Gerry Fleury made a motion to nominate Rosemarie Michaud as Vice-Chairman, Kevin Foss seconded the motion, and the motion was approved unanimously.

#### Cemetery Commission – 2022 CIP Requests

##### Requests:

Remove three sugar maples at front wall of New North Pembroke Cemetery

\$4,200

Ground-Penetrating Radar at the Buck Street Cemetery

\$2,000

Headstone Repairs at 7 Pembroke Street, 2 Old North Pembroke, and 1 North Pembroke Road Cemeteries

\$6,400

\$12,600

Ellen Paulsen, Cemetery Commission, presented the 2022 CIP Requests. Ellen explained that New Hampshire Monuments will use carbon rods to repair the headstones which have been damaged primarily due to age. The ground penetrating radar (GPR) will be used at the rear section of the Buck Street Cemetery to find unmarked pauper burials before they sell the plots.

David Jodoin asked where the new North Pembroke Cemetery is located. Ellen answered if you are heading up North Pembroke toward Route 28, it is on your left about a mile and half past the old North Pembroke Cemetery. VJ Ranfos, Public Works Director, explained the sugar maples in that cemetery have been previously tapped and are now showing signs of their age and decay. They would like to take down the trees before more branches or the trees themselves fall down and break more headstones or fall into the road. No work has ever been done to this cemetery.

Andrew asked how close to the river they plan to do the GPR. VJ Ranfos explained it is very close to the river. It is the last 100x300 foot area nearest to the river bank. Last fall, they cleared out the area with the trackless mower to make room for new plots.

Kevin Foss asked if the radar tells definitively what is below the surface. Ellen explained that it will tell whether or not there is a presence of skeletal remains. They have done this previously and it determined that there was ledge however, in another cemetery, it had determined that there was in fact unmarked skeletal remains.

Richard Bean asked if there are plans for any future cemeteries planned. VJ Ranfos explained that they have done clearing at Evergreen that opened up a couple hundred plots so it should be a while before they need to do any further expansions. There was some other space opened up at Pembroke Hill as well.

Gerry Fleury asked if any of the headstones being repaired were sold with perpetual care because there are funds available in the trust funds for those. Ellen stated she is unsure but will double check the town report and get back to David if they find any that are.

#### Roads Committee – 2022 CIP Requests

##### Requests:

Road Paving Projects	\$623,122
Sherwood Meadows	\$240,000
Main Street Reconstruction	\$947,366
CWSRF Planning Loan	<u>\$100,000</u>
	\$1,910,488

VJ Ranfos explained they trimmed down the road repair requests from the original 10-year plan. Next year, they will not have a bond payment so they plan to use the full \$600,000 that is allocated for road repairs. David Jodoin explained that originally, they planned to do the Main Street project without a bond for \$500,000. The cost is now over a million and will require a bond. Looking at the planned expenditures, David stated the Town could pay the \$623,122 projects out of the operational budget, fund the \$240,000 from surplus, and bond the \$947,366 in 2022.

Gerry Fleury asked if they can receive a more complete plan for the Main Street project. David stated he could get that and explained the Selectmen agreed to move the utility poles to the other side of the street and the Roads Committee discussed eliminating a sidewalk because of a lack of manpower to take care of that sidewalk but ultimately decided they are planning to keep both sidewalks. David expressed concerns for the Sewer Department not doing any work on their lines since Pembroke Water Works plans to do work on theirs. Gene Gauss expressed concerns that they will finish the road and they will find an issue with the sewer lines.

Gerry Fleury questioned removing existing curb and installing new granite curb in Sherwood Meadows. VJ explained the existing curb is concrete. There are resident complaints about the look of the concrete curb in that neighborhood because it is in disrepair in certain areas and patched in certain areas. Gene Gauss asked if it is not functioning or if it is just unsightly. VJ answered it is unsightly and the residents feel it is dropping their property values. David asked if they took the curbing off the table, would they would still have paving to do. VJ explained they just finished the crack seal a couple years ago and is not in terrible shape.

Gerry Fleury asked VJ to explain the binder used when paving the roads. VJ explained they do a full depth reclamation where they grind the existing road that is there, they come through with 2.5 inches of binder as the base of the road. It sits for a year and then in the fall they top it with 1.5 inches of finish coat.

Gene Gauss asked if they trimmed back the list of roads they are going to pave, how will that effect the Town in the future. VJ explained it does put the Town behind a little bit but the Roads Committee has been discussing asking for an additional \$150,000 per year in order to stay current. The \$600,000/year appropriation has stayed

the same for at least 15 years while costs have continued to rise. Rosemarie Michaud asked if they did receive the extra \$150,000, what would they plan to do with it. VJ answered that on the 10-year plan, this year's plan has \$950,000 worth of work on it. This year, they would put that extra money towards a top coat on Borough Road after all the truck traffic from the North Pembroke Road bridge reconstruction is complete.

Gerry Fleury asked the meaning of CWSRF. VJ answered it is Clean Water State Revolving Fund. They have up to \$75,000 forgiveness on this loan. Gerry asked what the clay pipe is they plan to replace is draining. VJ explained it drains all of Broadway into the Merrimack River. The lines have been failing and part of the loan would go towards developing a plan to replace the pipe from Exchange Street to the Merrimack River. Other parts of the loan would go toward cameraing other outflows to check for failure. Kevin Foss asked how big the pipe is. VJ answered it is a 24-inch clay pipe. Andrew asked what the conditions of the loan forgiveness are and what is the likelihood of Pembroke being awarded it. VJ explained there is a process from DES that they would have to follow in order to qualify for the loan forgiveness. David Jodoin explained it is similar to the \$30,000 for the MS4 that was brought to Town Meeting a few years ago. VJ stated it was recommended by a resident in town who works for DES that they put the full amount into the warrant article, regardless if they plan to use it or not.

#### Public Works Department – 2022 CIP Requests

##### Requests:

10 Wheel Dump/Plow Truck	\$232,000
Trackless Flail Mower	\$33,500
Ford F550 Sander	\$9,200
Enclosed 8.5x16 Trailer	<u>\$9,500</u>
	\$284,200

VJ Ranfos explained the 10-wheeler they are looking to replace is over 15 years old. It is essentially being used to haul materials and for emergency snow removal. The in-body sander has not been functional for at least the last 5 years. They would like to get a new 10-wheeler with a working plow and sander. It would primarily be used to plow the northern part of town. \$120,000 covers the cost of the truck and \$112,000 is the associated equipment. Rosemarie Michaud asked which vehicles were just replaced. VJ explained it was a 1-ton truck and a split body trash truck. Gerry Fleury asked for clarification on the sander request and which truck it is going into. VJ explained that is going to go on the Ford F550 from last year. When they purchased the truck, there was not enough budgeted to cover the sander.

Gerry Fleury asked if the flail mower will be powered by the trackless. VJ stated it will be and the trackless is used year-round to remove snow, sweep, and cut brush. Andrew asked how much of the \$11,000 listed in associated costs would be recurring. VJ answered he would have to talk with the mechanic to get specifics.

VJ explained the enclosed trailer will be mainly used to house and transport the Election Day equipment. It can also be used for big road side jobs to haul cones and signs. They currently borrow the Police Department's enclosed trailer and moving the items in and out of the trailer is causing damage. All the equipment that they would need to store is safe to be kept in cold storage.

The next meeting will take place at the Pembroke Safety Center to discuss the Police Department & Fire Department CIP Requests.

There being no further business to come before the Committee, Kevin Foss made a motion to adjourn, the motion was seconded by Gene Gauss, and the meeting was adjourned at 7:23 p.m.