

**MINUTES OF THE JULY 20, 2023**

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

**CEMETERY, ROADS COMMITTEE, AND PUBLIC WORKS REQUESTS**

The CIP Committee held a meeting on July 20, 2023, at 6:00 p.m., at Pembroke Public Works, Pembroke New Hampshire

The meeting was called to order by Gerry Fleury at 6:01 p.m. Those present and absent were as follows:

PRESENT:

Gerry Fleury CIP, Budget Committee	David Jodoin Town Administrator
Rick Frederickson CIP, Selectman Rep	Rosemarie Michaud CIP, Resident
Kevin Foss CIP, Planning Board	Bethany Chase-Reynolds CIP, Resident
Andrew Yonchak CIP, Resident	Gene Gauss CIP, School Board

ALSO PRESENT:

VJ Ranfos Director, Pembroke Public Works	Bob Fanny Pembroke Public Works
Ellen Paulsen Pembroke Cemetery Commission	Adam Mendoza Pembroke Public Works

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

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

Gene Gauss made a motion to accept the minutes of August 18, 2022 as amended. Rosemarie Michaud seconded the motion. Motion passed 6-0. Andrew Yonchak abstained.

### **Cemetery Commission – 2022 CIP Requests**

#### Requests:

Repair three granite entrance walls to Evergreen Cemetery	<u>\$9,600</u>
---	----------------

Ellen Paulsen, Cemetery Commission, presented the 2023 CIP Requests. The three entrances to Evergreen Cemetery are surrounded by granite that has been collapsing over time and is now a safety concern and in need of urgent repair. The walls continuously cause damage to cars entering and exiting the cemetery.

VJ Ranfos, Public Works Director, stated the old granite walls had collapsed and were removed. The pieces left behind currently line the entrances and need continuous repair. The plan is to excavate behind the granite in order to push them back and reset the granite slabs to widen the entrance.

Rosemarie Michaud asked if they needed to do any repairs to the pavement behind the walls. Ellen answered the pavement was re-done a few years ago and is not part of the bid. The gates were also removed at that point.

Gerry Fleury discussed the rising costs of labor and materials. Gerry also asked if the pavement ends at the granite walls. VJ answered that it does, and they may need to add pavement after the repair to make sure there isn't any wash out. Those costs would be taken out of the repair and maintenance budget lines of the Public Works budget.

Andrew Yonchak asked how long the quote is good for. VJ answered the company is a local company and was told this was going to be a 2024 project and to project accordingly.

Rosemarie Michaud asked if they would need to purchase any new replacement granite. VJ answered they would not. Should they need more, there is extra granite in the back of the cemetery and down at DPW.

Andrew Yonchak asked if the Town has had to pay out for any cars being damaged by the walls. VJ answered they have not.

Gene Gauss asked if the Town could undertake the project. VJ explained they could not because the bucket on the backhoe is too wide and would do further damage and they do not have the time and manpower to take it on.

Kevin Foss asked if this is the same company that repaired the granite wall at the Pembroke Street Cemetery. VJ answered that it is.

Andrew Yonchak asked if there are any outstanding capital expenditures expected for the rest of the year. VJ answered they had wanted to do ground penetrating radar but the costs went up well over what was approved at Town Meeting. David Jodoin explained the capital reserve currently has around \$21,000 in it. It will likely be down to around \$11,000 by the end of the year and then next year the warrant article will ask to add another \$10,000 in so it stays somewhat level.

### **Roads Committee – 2022 CIP Requests**

#### Requests:

747 Cross Country Road Culvert Replacement	\$140,000
Memorial Park Pipe Replacement	<u>\$152,000</u>
	\$292,000

#### 747 Cross Country Road Culvert

VJ Ranfos explained the culvert was originally proposed for last year. When Borough Road was put out to bid, the bids came back \$30,000 higher than anticipated. It had to be rebid which caused a delay and pushed back the Cross Country Road culvert. The original KV Partners construction estimate for Cross Country Road was around \$87,000. They adjusted their cost estimate to account for inflation and is now \$140,000.

Gene Gauss asked how long the pipe is. VJ answered it is 40 feet long and 2 feet in diameter. The Cross Country culvert will mirror the Borough Road culvert. Kevin Foss asked if both are the same size. VJ answered they essentially are. Cross Country is slightly bigger, but DES requires 2 feet of stone for wildlife crossing.

#### Memorial Park Pipe Replacement

Gerry Fleury clarified that there are funding grants available for this project with 100% principal forgiveness. VJ stated that is correct. Last year, this project was presented, and the costs included the construction and replacement of the pipe for over \$400,000. VJ applied for a grant and an unprecedented number of other applications were also submitted. Our project ranked 12<sup>th</sup> on the list but DES only had enough money to fund 7 projects. On the advice of DES, they broke the project down into phases. Phase 1 is planning and engineering and Phase 2 is construction. The planning part is estimated at \$100,000 and is 100% principal forgiveness. Then the engineer will bring it to bid for the 2025 construction season at a cost of \$52,000. The grant will also help them pay for camering of lines and some other MS4 requirements. A portion of the \$52,000 will likely be covered in an 80/20 split with the State.

Gerry Fleury asked if there is a deadline for the MS4 compliance. VJ explained this year is the 5<sup>th</sup> year of the permit. It runs on the State fiscal year which is July - June. Every year there is a list of requirements and reports due.

Gerry Fleury asked about item two on the project description which is to complete a shoreline study of the Merrimack and Suncook Rivers surrounding Memorial Park. VJ explained they have a geomorphologist doing a hydrology study of the shoreline. They will give recommendations on what the Town can do to combat the erosion. Part of that survey is happening now and there should be a report around October.

Rosemarie Michaud asked if there are grants for shoreline work. VJ answered there likely is and there may be more with all the flooding that has been happening this summer.

Gerry Fleury asked what the dollar amount of the project will be that will hit the budget. VJ answered hopefully \$40,000. This is a reimbursement loan, so you have to pay up front then it is reimbursed.

Andrew Yonchak asked how much is in the capital reserve fund. David Jodoin answered there is around \$163,000 but there are expenditures that will happen between now and the end of the year.

### **Public Works Department – 2023 CIP Requests**

#### Requests:

3-Ton Hot Patch Machine	\$60,250
Electric Trash/Recycling Packer	\$730,402
Addition to Public Works Garage and Fire Suppression System	\$660,000
Non-CDL dump/plow truck	<u>\$189,000</u>
	\$1,639,652

#### 3-Ton Hot Patcher

VJ explained the current hot packer is 15-years old. The fenders are rusted out and the box itself is rotting. The furnace no longer works and they have to heat up material with a blow torch.

Gerry Fleury asked how often the asphalt packer is used and would it be more cost effective to lease it. VJ answered they have looked into leasing but the terms are typically for a week or a month. Bob Fanny, DPW, explained the times they need the hot packer are random and often in an emergency so we may need it and then end up in a line waiting for one to become available.

Gerry Fleury asked if it can be used in the wintertime. VJ answered they will buy cold patch and store it in there until they need it.

#### Electric Trash/Recycling Packer

Gerry Fleury explained the Solid Waste Committee met two nights ago to discuss the opportunity for federal money for the acquisition of an electric packer. The grant funds are available due to the Volkswagen diesel emissions lawsuit. The State of New Hampshire's settlement share was \$50million. DES held a webinar to explain the whole requirements and the Town has a vehicle that qualifies. Solid Waste will be meeting with the Selectboard on August 16<sup>th</sup> to recommend Public Works pursue the grant. This will not replace the two split body packers. It will replace the 1998 Peterbilt that sits in the parking lot on Tuesdays and Saturdays. In order to qualify for the grant, the vehicle being replaced has to be completely retired and older than 2007. The electric trash truck would replace the Peterbilt but it would also eliminate the need for the recycling dumpster that costs the

Town monthly rental and hauling fees. In the event the split body goes out of service and can't pick, the electric packer could be used as a backup. However, it is not fully automated so they would need to add someone to the back of truck. This new electric packer would not eliminate the need to replace the split body truck in the current replacement schedule. The net cost for the vehicle will cost between \$35-40,000 for the Towns portion which includes all the infrastructure and charging ports.

Andrew Yonchak asked if there are any grants or subsidies for the power used. Bob Fanny explained this could be a steppingstone to more grants for items like solar power.

Rick Frederickson asked if they could strip parts off the Peterbilt and auction them off. Bob explained someone from the State would need to come down and watch someone from DPW pour an agent into the engine that will seize it. Then the truck can then parted and resold. Anything that cannot be sold can be recycled.

Rosemarie Michaud asked how long the grant is available for. Bob answered everything has to be submitted by October 15<sup>th</sup>. There is no a second chance.

Gene Gauss asked what the availability is and how long is the delivery period. Bob answered he is not 100% sure right now. They are made to order but the delivery should be within 6 months.

Gerry Fleury explained the costs savings to the town on fuel will be substantial. Charging the vehicle costs less than one tank of diesel fuel and a single charge should last a month in the yard or 7 trash routes.

Rosemarie Michaud asked how much the battery replacement cost is. Bob answered it is \$36,000 for the entire unit.

Bob explained the truck will have technology that will tell the driver the route and the most effective way to pick the route. It will also report how many cans were picked and how many were left. Bob will also be able to see from an app on his phone where the truck is at any given point in time as well as diagnostics.

Andrew Yonchak asked if there is any way to float a loan to cover these projects that are reimbursement loans. David answered if they take a loan there will be interest and then they would likely lose out on the principal forgiveness. David explained the purchase will all come down to timing and cash flow.

#### Addition to Public Works Garage and Fire Suppression System

Gerry Fleury explained this project has been discussed over the past years with a few different options. The final plan is to repair the sinking foundation and add a 20x66 addition onto the last bay. That addition will help hold the wall in place. This bay can be used as a wash bay to meet the MS4 regulations. Currently there is no fire suppression system in the building, so they are looking to put that in to protect all of the town's vehicles and equipment in the event of a fire.

Rick Frederickson asked if the fire suppression system will lower any insurance costs. David answered it likely won't but in the last few years some departments have been completely devastated by fires. In the event of a fire here, the Town likely would not be able to replace the fleet of vehicles quickly considering the lag time on getting vehicles currently.

### Non-CDL dump/plow truck

VJ explained this vehicle is a non-CDL truck. It is becoming harder to hire someone with a CDL driver's license. The Town cannot compete with the salaries offered by private companies. The truck would have a hook lift system so it can be used more often and save time, money, and even have other parts such as a hot box that can be added. The current truck has an issue with the tailgate latch that is causing body damage. To replace the body is \$15,000.

Andrew Yonchak asked if the decreased capacity in the proposed trucks would still work for the Town. Bob answered it is pretty close to what they have now.

VJ explained the overall roads budget will remain at the \$750,000. On the 2024 Roads project list, they are addressing the Fairview Ave and Renarl Ave issues. The neighborhoods currently do not have any enclosed drainage. The paving is currently estimated at \$50,000 but with the draining and engineering, it will likely be around \$300,000 for the total cost of the project. They will need to move around the schedule to accommodate this.

The next meeting will take place at the Pembroke Safety Center to discuss the Ambulance, Police & 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 Andrew Yonchak, and the meeting was adjourned at 7:30 p.m.