

## **MINUTES OF THE AUGUST 10, 2023**

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

#### **SCHOOL DISTRICT REQUESTS**

The CIP Committee held a meeting on August 10, 2023, at 6:00 p.m., at Pembroke Academy, Pembroke New Hampshire

The meeting was called to order by Gerry Fleury at 6:03 p.m. Those present and absent were as follows:

#### **PRESENT:**

Gerry Fleury  
CIP, Budget Committee

Rick Frederickson  
CIP, Alt. Selectman Rep

Kevin Foss  
CIP, Planning Board

Rosemarie Michaud  
CIP, Resident

Gene Gauss  
CIP, School Board

Bethany Chase - Reynolds  
CIP, Resident

Andrew Yonchak  
CIP, Resident

#### **ALSO PRESENT:**

Josh Coughlin  
Facilities Director, Pembroke School District

Kevin Foss made a motion to accept the minutes of August 3, 2023. Gene Gauss seconded the motion. Motion passed 6-0. Rick Frederickson abstained.

<u>School District – 2023 CIP Requests</u>	<u>New Funds</u>	<u>Expenditures</u>
Vehicle Replacement Cap Res Funding Request	\$ 10,000	
School Building Res Funding Request	\$155,000	
Replacement Flooring		\$ 20,000
Exterior Painting		\$ 20,000
School Tech Capital Res Funding Request	\$ 10,000	
School Site Improvement Cap Res Funding Request	\$200,000	
Pembroke Academy Track		\$450,000
School Equipment Capital Res Funding Request	\$ 25,000	
Replacement Camera and Maintenance		\$ 25,000
Riding Floor Scrubbers		<u>\$ 20,000</u>
	<u>\$400,000</u>	<u>\$535,000</u>

Gerry Fleury asked when the School plans to re-do the track and why the requested withdrawal is for \$450,000 which is \$50,000 more than the two appropriations of \$200,000. Gene Gauss shared there was a warrant article in 2023 for the first \$200,000 and there will be another in 2024 for the other \$200,000. Josh Coughlin explained there was money in the account they could use so they did not need to fund it all through appropriations. Assuming the second half warrant article is approved and funded, the track is slated to be replaced the summer of 2024. Since warrant articles are funded through surplus, if the funds are not there, they will replace it the following year. The track will be completely rebuilt from the ground up and would be a mirror image of what is currently there. Gerry shared he walked the track last week and did not see the same issues as the last time it was refurbished. There are some indentations and a large crack but it is not caved in like it was previously. Josh explained his team does an excellent job maintaining the track but the indents and cracks can no longer be fixed or refurbished. Due to the age of the track, the company will not touch them. Gerry asked if coaches from other teams have been the complaining. Josh answered they have not yet. Gerry asked how old the track is. Josh answered that he unsure of the exact age but it is well past its useful life of 20-25 years.

<u>Vehicle Replacement Capital Reserve Funding Request</u>	\$ 10,000
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Josh explained this fund is for the replacement of the district van and district pick up truck. The original plan was \$7,000 over 10 years with a goal to purchase one of the two vehicles every 10 years. The van purchase that was approved at the last Town Meeting will be made by the end of September. After pricing them out, they realized they needed to up the annual appropriation request from \$7,000 to \$10,000.

<u>School Building Capital Reserve Funding Request</u>	<u>\$155,000</u>
<u>Replacement Flooring</u>	<u>\$ 20,000</u>
<u>Exterior Painting</u>	<u>\$ 20,000</u>

Josh explained the appropriation request was increased last year to \$155,000 and it will remain that way going forward. They are looking to withdraw \$20,000 for replacement flooring and \$20,000 for painting and/or vinyl siding. This fund covers roof repairs/replacements, fire life safety, HVAC, hot water heaters and boilers. There will be some major roof repairs and HVAC upgrades coming in the next several years.

Rosemarie Michaud asked where they plan to spend \$230,000 that is planned to be withdrawn in 2027-2028 for roof repair. Josh answered \$140,000 of that is for the roof over the gymnasium at Pembroke Academy and the \$60,000 is for over the main hallway to the office area. Those numbers have been priced out with 5% added in in order to account for a change in cost over the next few years. The projects will be repriced closer to 2027. This past year, they replaced the roof over the girls locker room and that came in at \$75,000. It was priced at \$90,000. Gerry asked who does the bookkeeping for those projects. Josh answered he does it in conjunction with the SAU office. The last \$15,000 will remain in account.

School Technology Capital Reserve Funding Request	\$ 10,000
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Josh explained historically, \$10,000 is added each year to the Technology fund. Kevin Foss asked if the VOIP phone service at the Hill School came out of this fund. Josh answered it came out of the equipment fund.

School Site Improvement Capital Reserve Funding Request	\$200,000
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<u>Pembroke Academy Track</u>	\$450,000
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Josh explained this fund covers items such as paving or anything that involves moving earth. This reserve is where they will pull the \$450,000 from for the track. Rosemarie Michaud asked how many years the track will be good for. Josh answered 20ish years.

School Equipment Capital Res Funding Request	\$ 25,000
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Replacement Camera and Maintenance	\$ 25,000
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Riding Floor Scrubbers	\$ 20,000
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Josh explained they are requesting to put \$25,000 in and to pull out \$25,000 for camera replacements and maintenance and \$20,000 for a riding floor scrubber at Three Rivers. The current scrubber is from 2004. This reserve is where the VOIP phone systems and intercom systems for Hill, Three Rivers and Pembroke Academy were from. Gerry asked if they have seen any noticeable savings from VOIP. Josh explained there will be monthly savings, but he is unsure if they will be significant. Andrew Yonchak asked if there were any negative impacts to the bandwidth. Josh answered there was not because the IT department is making sure everything is up to date with current technology. The VOIP system also gets the school to being E911 compliant. Some of the copper lines remain for emergency lines, fire alarms, sprinklers, elevators, etc. Gene Gauss asked if they have experienced drops in service. Josh answered he has not seen that issue or heard of any.

Gerry asked if there are any updates on the Hill School renovation. Josh answered there is an active Committee that meets bi-monthly. They have hired Architects and are looking to find a Construction Manager. The Construction Manager will be the person who determines the final cost estimate. There is a walk through with potential Construction Managers on Monday. The Committee will then meet to discuss the applicants and after that, they will bring those results to the School Board. They are still 2-3 months out from a price. The initial floor plan has been drawn up and is on the Hill School and SAU websites. All the videos and meeting minutes are on the website and the meetings are open to the public. They are making every effort to be fully transparent throughout the entire process. Gerry asked if the confidence level is high that they will go for a bond this March. Josh answered yes, that is the intention.

Rick Frederickson asked if they could get the bond without having the audits complete. Jill McNeil answered no. Gene Gauss shared the 20/21 audit is finished, they are working on 21/22, and 22/23 will begin in January 2024.

Andrew Yonchak asked if they can expect to see any movement in the Special Educational Trust Fund or the Instructional Materials Trust. Josh answered not right now. There was some spent from those trusts last year but those final numbers are not in yet. Andrew asked if there is any intention on closing those trusts. Josh answered no. There needs to be an amount in there for emergencies. A student could move in today with exorbitant needs that wipes out the fund in one year.

Kevin Foss asked what falls under the Instructional Materials Trust Fund. Gerry explained those funds can be used as a safeguard if the budget is cut substantially at Town Meeting. They can still run operations by tapping into that fund. Gene Gauss shared the School Board had considered using it for the large increases in busing costs, but they decided against it.

Andrew Yonchak asked if there is any public guidance on acceptable dollar targets for these funds. Gerry explained the NHDRA would monitor the trust fund balances and give guidance. Kevin Foss explained that it would vary district to district and likely be needs based so setting a broad target would be difficult. Gene stated he would talk with the Special Education Director for further guidance.

Andrew Yonchak asked if there are grander plans for the School Technology Capital Reserve. Josh explained the fund was created for servers in a worst-case scenario such as it fails mid-year and needs to be replaced. Historically 10k has gone in and it wasn't touched

much but last year they spent \$25,000 on a server. This fund is not for smaller items like the annual replacement schedule for Chromebooks.

The next meeting will take place at 6:00pm at Town Hall for the public hearing and ranking of proposed CIP Requests.

There being no further business to come before the Committee, Rick Frederickson made a motion to adjourn, the motion was seconded by Andrew Yonchak, and the meeting was adjourned at 6:59 p.m.