

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the July 21, 2016 Meeting

Present: Kevin Brasley
Andy Boisvert
Chris Culberson
Staff: Matt Gagne – Superintendent, Betty St. Germain – Admin. Bookkeeper
Absent: Ed Lavallee, Chet Martel

The regular meeting was called to order at 6:04 pm by Kevin Brasley acting as Chairman for Ed Lavallee. There is a quorum of 3.

Motion by Chris Culberson and seconded by Andy Boisvert to accept the Meeting Minutes and Financial Reports for June 2016. All in favor, motion passed.

OLD BUSINESS:

Concord Rt3 Electrical Update – Matt informed the Board of updates.

212 Main St – The Commission had more discussions about the building.

2016 Road work – Matt updated the Board on the work that has been done.

Motion by Chris Culberson and Seconded by Kevin Brasley to do the road improvements on River Rd before the paving on that road is done. The work is not to exceed \$15000.00.
All in favor, motion passed.

Loop Road – The Board reviewed and discussed plans for the loop road.

Badger Software update – The billing software company is working on interfacing with Badger.

Auditor remarks – The Board reviewed the remarks from the Auditors.

Motion by Kevin Brasley and seconded by Chris Culberson to adopt the Company Credit Card Usage Policy and to include on page 2 the words 'of Pembroke Water Works' to the signature lines of the Employee, Superintendent and Chairman of the Board. Setting limit amounts of \$500.00 for purchases and \$150.00 for donations/contributions. Any amount above must have prior approval. All in favor, motion passed.

NEW BUSINESS:

National Guard Rediness Center – Stantec will be in to present plans at the next meeting

New Vehicle – Motion by Chris Culberson and Seconded by Kevin Brasley to table the purchase of the new vehicle until 2017. All in favor, motion passed.

Closing of F L Merrill Escrow Account - Motion by Chris Culberson and seconded by Kevin Brasley to transfer any remaining balance from the Escrow account into the Operating account and close the Escrow account. All in favor, Motion passed.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$15157.24

A/P Manifests & Payroll Manifests -- Motion by Chris Culberson and seconded by Andy Boisvert to approve the June 30th A/P Manifest of \$41592.88 previously reviewed, the July 21st A/P Manifest of \$40602.64 and Payroll Manifests as reviewed by Chairman Ed Lavallee. All in favor, motion passed.

June Monthly Adjustment Manifest -- Motion by Andy Boisvert and seconded by Kevin Brasley to accept the May Adjustment Manifest of \$2033.50. All in favor, motion passed.

July Quickbooks Audit Adjustment Manifest – Motion by Chris Culberson and Seconded by Andy Boisvert to accept the July Quickbooks Audit Adjustment Manifest of \$157041.54 All in favor, motion passed.

July Quickbooks Accounting Adjustment Manifest - Motion by Kevin Brasley and Seconded by Andy Boisvert to accept the July Quickbooks Accounting Adjustment Manifest of \$30915.65. All in favor, motion passed.

Billing Register Manifest – Motion by Chris Culberson and Seconded by Andy Boisvert to accept the Billing Register Manifest of June for \$79112.45. All in favor, motion passed.

Late Penalty Manifest – Motion by Kevin Brasley and Seconded by Andy Boisvert to accept the Late Penalty Manifest of July for \$1540.00. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other Business -

John Stone has been cleaning up the trash that is being left by the water at the Route 3 property in Concord. He would like to bring his ATV in there to get the trash out. Although the Board does appreciate Mr. Stone cleaning up the area, they do not want ATVs or 4 Wheelers on the property. A sign will be posted on the property.

With NHDES reporting that 85% of the state is experiencing abnormally dry to severe drought conditions. As a proactive measure, the Board of Commissioners will request that residents try to conserve water by voluntarily reducing water usage. Notices will be posted in Pembroke & Allenstown, along with notices in the Hooksett Banner and Concord Monitor. The Pembroke & Allenstown Fire Departments will be asked to stop using the hydrants for training.

The Board reviewed correspondence.

Motion by Andy Boisvert and seconded by Chris Culberson to adjourn at 7:08 pm.
All in favor, motion passed.

The next meeting is scheduled for August 18, 2016 at 6:00 pm.

The meeting was re-opened at 7:15.

Motion by Chris Culberson and Seconded by Andy Boisvert to withdraw \$128400.00 from the Water Works Capital Reserve Account to pay Advanced Excavating & Paving for work done on Ferry St in Allenstown. All in favor, motion passed.

Motion by Chris Culberson and Seconded by Andy Boisvert to adjourn at 7:17 pm.
All in favor, motion passed.