

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the June 17, 2021 Meeting

Present: Kevin Brasley, Larry Plourde, Ed Lavallee, Christopher Culberson
Staff: Matt Gagne – Superintendent, Betty St. Germain – Admin Bookkeeper
Absent: Chet Martel
Guests:

The regular meeting was called to order at 6:01 pm by Kevin Brasley.

Motion by Chris Culberson and Seconded by Larry Plourde to accept the Meeting Minutes and Financial Reports for May 2021. All in favor, motion passed.

OLD BUSINESS:

Potential Roadwork – Matt gave updates.

- Theodore Ave – Allenstown – Looking to do our portion in August.
- Granite St – Allenstown – Waiting for the materials to come in July then Merrill can schedule a start date..
- Hillcrest Ave – Pembroke – We are looking to be working on this in the next couple of weeks.
- Front St – Pembroke – We should be done next week.
- Main St – Pembroke – Nothing new.
- Bow Ln – Pembroke – The Town is looking to do this road in 2022, the Board asked Matt to request the Town hold off a year.

PFC Monitoring – The Board discussed the fact sheet from Underwood Engineering and a possible public meeting with a NHDES representative to answer questions from the public.

Work Barn – Nothing new - Tabled

Loan for Roadwork – Waiting for approval.

612-644 Pembroke St – Sand & Gravel Operation – A sand and gravel operation is being proposed to Pembroke ZBA. This location is within our Wellhead protection radius and a small portion of the #3 sanitary protection radius. We requested Emery and Garrett perform a study per the Town code which is in progress. Emery and Garrett needs more information to finalize the study.

Spare Motor for Route 106 well – The motor came back from AAA Pump Service and the cost of \$3800.00.

25 Henniker St, Concord – An automotive service shop is being proposed. This area sits up hill and up gradient of our route 106 well. Given the area we requested Concord ZBA require a study be done for this property which has been granted. Emery and Garrett is performing the study. The applicant requested to be at the July ZBA meeting.

NEW BUSINESS:

Kimball St – We received concept plans for 6 Townhouse style units on Kimball St. The Board granted conditional approval for connection with each unit needing a separate water service and meter. Final approval will be granted when plans are approved by the Town.

Bear Brook Lightning Rods – Motion by Chris Culberson and Seconded by Larry Plourde to approve putting in lightning rods at Bear Brook wells 1 & 7, not to exceed \$3000.00. All in favor, motion passed.

CIP Budget – A draft copy of the CIP Budget will be sent to the Capital Improvement Committee.

Pembroke Pines Phase 2 – 65 units – Conceptual plans have been given to Water Works for Phase 2.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$20,231.61.

Accounts Payable Manifests – To approve the Accounts Payable Manifest of June 3, 2021 in the amount of \$11,489.77 and Accounts Payable Manifest of June 17, 2021 in the amount of \$51,166.46 and Payroll Manifests reviewed by Chairman Kevin Brasley. Motion by Ed Lavallee and Seconded by Larry Plourde. All in favor, motion passed.

Billing Register Manifest – To approve the Billing Register Manifest of May in the amount of \$77,623.20. Motion by Ed Lavallee and Seconded by Larry Plourde. All in favor, motion passed.

Adjustment Manifest – To approve the Adjustment Manifest for May in the amount of \$2,996.18. Motion by Ed Lavallee and Seconded by Larry Plourde. All in favor, motion passed.

Year End 2020 Adjusting Journal Entries Manifest – To approve the year end 2020 adjusting journal entries in the amount of \$198,692.79. Motion by Ed Lavallee and Seconded by Larry Plourde. All in favor, motion passed.

Late Penalty Manifest – To approve the Late Penalty Manifest for June in the amount of \$1,090.00.

Motion by Ed Lavallee and Seconded by Larry Plourde. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other – Nothing at this time.

Correspondence – Nothing at this time.

The next meeting is scheduled for July 15, 2021 at 6:00 pm.

Motion by Ed Lavallee and Seconded by Larry Plourde to adjourn at 6:30pm.
All in favor, motion passed.

Pembroke Water Works Commission – Board Secretary