

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the December 17, 2020 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 6:00 pm by Kevin Brasley.

Motion by Ed Lavallee and Seconded by Larry Plourde to accept the Meeting Minutes and Financial Reports for November 2020. All in favor, motion passed.

OLD BUSINESS:

Potential Roadwork –

- Theodore Ave – Allenstown – Nothing new at this time.
- Granite St – Allenstown – Nothing new at this time.
- Library St – Allenstown – The Sewer work should be starting in January.

PFC Monitoring – Waiting for the report from EGGL.

25 Canal St. The Lofts at 25 Canal Street – Tabled

Work Barn – Nothing new - Tabled

Assisted Living Facility, Chester Turnpike and Route 28 in Allenstown – Tabled

Conference Room – On the schedule for January.

Covid-19 Response –

We had an employee identified during contact tracing who had to quarantine for 10 days and until negative test came back. He was paid with additional sick pay for quarantine period.

Bear Brook PLC – Completed and tied into the office.

Allenstown Aggregate – Planning on putting a single unit in. Putting a 6” line in property in case they want to add more units in the future.

System demands – Demands are about the same as last year. The system is still doing well keeping up with demands.

Route 3 #3 Well – Route 3 well was video inspected and had some build up on the screen but nothing significant, the Board agreed that we should reinstall the new pump and monitor pumping rates.

NEW BUSINESS:

Utility Truck tires – Motion by Chris Culberson and Seconded by Ed Lavallee to approve \$1231.00 for 6 new tires mounted and balanced for the utility truck.
All in favor, motion passed.

Transfer of funds – Motion by Chris Culberson and Seconded by Larry Plourde to transfer the balance of funds for Connection & Permit fees from the Operating account to the Capital Reserve Fund in the total amount of \$1,725.00. All in favor, motion passed.

Virtual Meeting with Budget Committee at 6:30 – The Board met with the Budget Committee.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$23,297.18

Accounts Payable Manifest – To approve the A/P Manifest of December 3, 2020 for \$9,370.53 and A/P Manifest of December 17, 2020 for \$57,846.81 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 November in the amount of \$86,179.90.

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

Adjustment Manifest – To approve the Adjustment Manifest for November in the amount of \$759.20.

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

Late Penalty Manifest – To approve the Late Penalty Manifest for December in the amount of \$900.00.

Motion by Chris Culberson and Seconded by Larry Plourde. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other – Nothing at this time.

Correspondence – Nothing at this time.

Non-Public Session in accordance with RSA 91-A:311

Motion by Kevin Brasley and Seconded by Chris Culberson to go into Non-Public Session in accordance with RSA 91-A:311 at 6:12. All in favor, motion passed.

Motion by Ed Lavallee and Seconded by Larry Plourde to come out of Non-Public Session in accordance with RSA 91-A:311 at 6:17. All in favor, motion passed.

The next meeting is scheduled for January 21, 2020 at 6:00 pm.

Motion by Ed Lavallee and Seconded by Larry Plourde to adjourn at 6:18 pm.

All in favor, motion passed.

Pembroke Water Works Commission – Board Secretary