

PEMBROKE WATER WORKS  
346 PEMBROKE STREET  
PEMBROKE, NH 03275

Minutes of the July 16, 2020 Meeting

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

The regular meeting was called to order at 6:00 pm by Chairman Kevin Brasley.

Motion by Chet Martel and Seconded by Chris Culberson to accept the Meeting Minutes and Financial Reports for June 2020. All in favor, motion passed.

OLD BUSINESS:

Potential Roadwork – Matt gave the Board updates.

- Theodore Ave – Allenstown
- Granite St – Allenstown
- Library St -- Allenstown

PFC Monitoring – The Board approved the Proposal from EGGI.

The Lodges at Pembroke Pines – They are paid in full and have 34 active units currently.

25 Canal St. The Lofts at 25 Canal Street – Matt gave the Board updates.

Motion by Chris Culberson and Seconded by Larry Plourde to approve waiving all connection fees if Brady Sullivan agrees to do all upgrades for Town of Pembroke Water Works specifications. All in favor, motion passed.

Work Barn – Matt will get pricing on heat for the barn.

Potential Assisted Living Facility, Chester Turnpike and Route 28 in Allenstown – Matt gave The Board updates.

Conference Room – Tom Hebert will be starting repairs to the Conference room soon.

Covid-19 Response – Matt gave the board updates. Backflow testing has resumed.

Route 3 well property – Matt gave the board updates and is monitoring the property.

Bear Brook PLC – Matt gave the board updates. Comcast should be there in September to do their portion.

Allenstown Aggregate – They are looking to sub-divide the property and put in a 6 unit commercial building with individual services to each unit.

System demands – Water usage has leveled off, but we are still in a drought. There is still a Voluntary Ban on water usage.

CIP Budgets – Nothing new at this time.

#### NEW BUSINESS:

Bow Lane Incident – There was a break in the main due to a water hammer and has been repaired. The road still needs to be restored.

5 Old Bear Brook – The owner has inquired about connecting to the water system, possibly in the next couple of years.

The Board will require the main to be 2" and extended as per our regs. to the end of the property or the corner of the road in this case.

#### REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$20,798.24  
Late fees will resume in September.

Accounts Payable Manifest – to approve the A/P Manifest of June 30, 2020 for \$9,108.54 and A/P Manifest of July 16, 2020 for \$20,901.94 and Payroll Manifests reviewed by Chairman Kevin Brasley.

Motion by Chet Martel and Seconded by Larry Plourde. All in favor, motion passed.

Billing Register Manifest – to approve the Billing Register Manifest for June in the amount of \$86,778.47.

Motion by Chet Martel and Seconded by Larry Plourde. All in favor, motion passed.

Adjustment Manifest – to approve the Adjustment Manifest for June in the amount of \$2,700.00.

Motion by Chet Martel and Seconded by Larry Plourde. All in favor, motion passed.

Motion by Chet Martel and Seconded by Chris Culberson to transfer \$64,500.00 from the Operating Account into the Capital Reserve Fund. 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

The next meeting is scheduled for August 20, 2020 at 6:00 pm.

Motion by Chet Martel and Seconded by Larry Plourde to adjourn at 6:42 pm.

All in favor, motion passed.

---

Pembroke Water Works Commission – Board Secretary