

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the June 18, 2020 Meeting

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

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

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

OLD BUSINESS:

Potential Roadwork – Updates

- Theodore Ave – Allenstown
- Granite St – Allenstown
- Library St -- Allenstown
- Front St – Pembroke
- Exchange St --Pembroke

PFC Monitoring – Motion by Chris Culberson and Seconded by Chet Martel to pay for testing not to exceed \$5000.00 for sampling of PFOA's and PFOS' based on elevated levels in sampling, All in favor, motion passed.

The Lodges at Pembroke Pines – The project is moving along.

Work Barn – Insulation is completed.

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

Potential Assisted Living Facility, Chester Turnpike and Route 28 in Allenstown – Matt gave The Board updates. The Board requests they extend the water main per our regulations.

Formal Investment Policy – Letter for Treasurer.

Conference Room – Motion by Chris Culberson and Seconded by Ed Lavallee to approve the repairs to the conference room by Tom Hebert, not to exceed \$15,000.00. All in favor, motion passed.

NEW BUSINESS:

Election of Officers – Motion by Chris Culberson and Seconded by Larry Plourde to nominate Kevin Brasley as Board Chairman. All in favor, motion passed.

Motion by Chris Culberson and Seconded by Larry Plourde to nominate Ed Lavallee as Board Secretary. All in favor, motion passed.

Covid-19 Response – Matt gave the board updates.

Pembroke Pines emergency connection – The Pembroke Pines Clubhouse at 42 Whittemore Rd has been connected to town water.

Sanitary survey/recommendations – No deficiencies were found. The board discussed recommendations.

Route 3 well property – Homeless camps and trash have been found behind the pump station. Matt is to talk to the Police Department for recommendations to proceed so they can police the property.

Hooksett Tank Maintenance – The Board will re-visit this in the Fall.

Bear Brook PLC – Motion by Kevin Brasley and Seconded by Chet Martel to have Comcast set up internet to the pump station, not to exceed \$500.00 and to have Electrical Installations Inc install the PLC. All in favor, motion passed.

Pump-station/Hooksett tank road maintenance – Motion by Chris Culberson and Seconded by Ed Lavallee to grade all gravel roads at the Hooksett tank and Route 106 and Bear Brook pump stations done by Fiddler's Farm in the amount of \$8660.00. All in favor, motion passed.

Allenstown Aggregate – They are looking to sub-divide the property and put in a 6 unit commercial building.
Water is available.

System demands – Since the Stay-at-Home order was put in place there has been an increase in water usage.

Also, with the State being abnormally dry the Board has decided to put a Voluntary Ban on water usage.

Irrigation/Deduct billing – Billing for Irrigation and Deduct meters will be going to Bi-Annual billing instead of Quarterly billing.

CIP Budgets – Draft Budgets will be sent to the Town Administrator for the CIP Budget Committee.

Motion by Chris Culberson and Seconded by Chet Martel to transfer \$54000.00 from the Operating Account into the Capital Reserve Fund. All in favor, motion passed.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$20,463.81

Ratify e-mail approval for A/P Manifest of March 4, 2020 for \$17,376.35 and A/P Manifest of March 19, 2020 for \$28,274.74 and A/P Manifest of April 13, 2020 for \$18,637.91 and approve the A/P Manifest of April 30, 2020 for \$33,224.37 and A/P Manifest of May 21, 2020 for \$15,151.58 and A/P Manifest of June 18, 2020 for \$52,266.68 and Payroll Manifests reviewed by Chairman Kevin Brasley.

Motion by Chet Martel and Seconded by Ed Lavallee. All in favor, motion passed.

Ratify e-mail approval for Billing Register Manifest for February in the amount of \$66,415.98 and Billing Register Manifest for March in the amount of \$58,835.18 and Billing Register Manifest for April in the amount of \$59,262.01 and approve the Billing Register Manifest for May in the amount of \$68,249.72.

Motion by Chet Martel and Seconded by Chris Culberson. All in favor, motion passed.

Ratify e-mail approval for Adjustment Manifest for February in the amount of \$1,600.00 and Adjustment Manifest for March in the amount of \$5,150.90 and Adjustment Manifest by Accountant Michelle Macy for April in the amount of \$70,661.00 and approve May General Journal Adjustment Manifest in the amount of \$30,621.73 and the Adjustment Manifest for May in the amount of \$1,851.29.

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

Late Penalty Manifest for March in the amount of \$910.00.

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

OTHER BUSINESS and CORRESPONDENCE:

Other –

Matt mentioned to the board that they may want to consider having the well propellers at #3 well replaced with stainless steel.

Correspondence – Nothing at this time

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

Motion by Chris Culberson and Seconded by Ed Lavallee to go into Non-Public Session in accordance with RSA 91-A:311 at 7:19 pm. All in favor, motion passed.

Motion by Chris Culberson and Seconded by Larry Plourde to come out of Non-Public Session in accordance with RSA 91-A:311 at 7:29 pm. All in favor, motion passed.

The next meeting is scheduled for July 16, 2020 at 6:00 pm.

Motion by Chris Culberson and Seconded by Chet Martel to adjourn at 7:30 pm.
All in favor, motion passed.

Pembroke Water Works Commission – Board Secretary