

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the February 20, 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 early at 6:00 pm by Chairman Kevin Brasley.

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

OLD BUSINESS:

Potential Roadwork – Nothing new at this time.

- Theodore Ave – Allenstown
- Granite St – Allenstown
- Buck St – Smith Ave to Dearborn Rd – Pembroke – Buck St has been taken off the schedule for this year. Front & Exchange streets have been added to the schedule.

PFC Monitoring – No major changes.

The Lodges at Pembroke Pines – The pressure test passed.

Work Barn – Nothing new at this time.

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.

Formal Investment Policy – Discussed Lawyer response.

NEW BUSINESS:

Route 3 Generator – Motion by Kevin Brasley and Seconded by Larry Plourde to approve the Generator maintenance, not to exceed \$1000.00. All in favor, motion passed.

Personnel Plan Updates – Motion by Chris Culberson and Seconded by Ed Lavallee to approve the updates on pages 6, 13 & 14 of the Personnel Plan. All in favor, motion passed.

Conference Room – Matt is to get prices for repairs.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$11,945.45

A/P Manifests & Payroll Manifests -- Motion by Chris Culberson and Seconded by Larry Plourde to approve the A/P Manifests of January 31, 2020 for \$12,111.39 and A/P Manifest of February 20, 2020 for \$25,077.99 and Payroll Manifests reviewed by Chairman Kevin Brasley. All in favor, motion passed.

Billing Register Manifest – Motion by Chris Culberson and Seconded by Ed Lavallee to accept the Billing Register Manifest for January in the amount of \$56,100.25. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Chris Culberson and Seconded by Ed Lavallee to accept the Adjustment Manifest for January in the amount of \$1,640.00. All in favor, motion passed.

Late Penalty Manifest – Motion by Chris Culberson and Seconded by Larry Plourde to accept the Late Penalty Manifest for February in the amount of \$1,180.00. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other –

Andy took his Backflow test. Should receive results in a couple of months.

Correspondence – Nothing at this time

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

The next meeting is scheduled for March 19, 2020 at 6:00 pm.

Motion by Ed Lavallee and Seconded by Chris Culberson to adjourn at 6:44 pm.
All in favor, motion passed.