

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the November 21, 2019 Meeting

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

The regular meeting was called to order 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 October 2019. All in favor, motion passed.

OLD BUSINESS:

Hooksett Village Water Precinct Interconnection – Nothing new at this time.

Potential Roadwork – Nothing new at this time.

- Theodore Ave – Allenstown
- Granite St – Allenstown
- Buck St – Smith Ave to Dearborn Rd - Pembroke

PFC Monitoring – Matt updated the Board on the results of the Quarter 4 sampling.

The Lodges at Pembroke Pines – Nothing new at this time.

Work Barn – Nothing new at this time.

25 Canal St – Nothing new at this time.

3 Chester Turnpike Allenstown – Water line is being done, services still need to be done.

Continental Asphalt Plant – North Pembroke Rd – Nothing new at this time

Trust Funds – Motion by Chris Culberson and Seconded by Ed Lavallee to ratify the motion from the October 2019 meeting to open 2 new accounts. Putting \$200,000.00 in a Money Market Checking Account as Capital Reserve Fund and \$218,881.37 in a Money Market Checking Account as Equipment Fund. All in favor, motion passed.

Budget – Motion by Chris Culberson and Seconded by Larry Plourde to table discussion on the Budget until the end of the meeting. All in favor, motion passed.

Motion by Chris Culberson and Seconded by Larry Plourde to accept the 2020 Budget as presented.

NEW BUSINESS:

Pembroke Crossing – Alex Vailas representing Pembroke Commercial met with the Board to discuss a Fuel Station at Pembroke Crossing.

The Board will have their engineer review the plans and will get back to Mr Vailas after they receive their engineers report.

Compressor – Motion by Chris Culberson and Seconded by Larry Plourde to allow up to \$750.00 for the purchase of the 60 gallon compressor and any accessories needed.

Audit – The Board reviewed the Audit Report.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$9,614.86.

A/P Manifests & Payroll Manifests -- Motion by Chris Culberson and Seconded by Larry Plourde to approve the A/P Manifests of November 7, 2019 for \$34,096.01 and November 21, 2019 for \$26,093.86 and Payroll Manifests reviewed by Chairman Kevin Brasley. All in favor, motion passed.

Billing Register Manifest – Motion by Ed Lavallee and Seconded by Larry Plourde to accept the Billing Register Manifest for October in the amount of \$68,467.78. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Ed Lavallee and Seconded by Larry Plourde to accept the Adjustment Manifest for October in the amount of \$5,670.35. All in favor, motion passed.

2018 Audit Adjustment Manifest – Motion by Chris Culberson and Seconded by Ed Lavallee to accept the 2018 Audit Adjustment Manifest in the amount of \$25,106.27. All in favor, motion passed.

General Journal Adjustment Report – Motion by Chris Culberson and Seconded by Larry Plourde to accept the General Journal Adjustment Manifest in the amount of \$480,483.75. All in favor, motion passed.

Late Penalty Manifest – Motion by Ed Lavallee and Seconded by Larry Plourde to accept the Late Penalty Manifest for November in the amount of \$1,110.00. 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 Chris Culberson and Seconded by Ed Lavallee to go into non-public session in accordance with RSA 91-A:311 at 6:46 pm. All in favor, motion passed.

Motion by Chris Culberson and Seconded by Larry Plourde to come out of non-public session at 7:06 pm. All in favor, motion passed.

The next meeting is scheduled for December 12, 2019 at 6:00 pm.

Motion by Ed Lavallee and Seconded by Larry Plourde to adjourn at 7:11 pm.
All in favor, motion passed.

Pembroke Water Works Commission – Board Secretary