

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the June 15, 2017 Meeting

Present: Andy Boisvert
 Ed Lavallee
 Chris Culberson
 Kevin Brasley
 Chet Martel
Staff: Matt Gagne – Superintendent, Betty St. Germain – Admin Bookkeeper
Absent:

The regular meeting was called to order at 6:00 pm by Chairman Chris Culberson.

Motion by Chet Martel and Seconded by Ed Lavallee to accept the Meeting Minutes and Financial Reports for May 2017. All in favor, motion passed.

OLD BUSINESS:

Badger Software update – Started working on changes to customer accounts.

Pembroke Pines Update – Nothing new at this time.

Scada Upgrades – Waiting for Comcast to finish running cable to Hooksett Tank, supposed to be done in August.

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

Franchise Area – Nothing new at this time.

Potential Roadwork –

- Library St Allentown – The Town of Allentown has committed to doing this street in 2018.
- Whitten St Allentown – The Town of Allentown has committed to doing this street in 2018.
- Webster St Allentown – The Town of Allentown has committed to doing this street in 2018.
- Union St Pembroke – The Town of Pembroke has committed to doing this street in 2017. Motion by Chris Culberson and Seconded by Chet Martel to accepted the Contracted bid from Advanced Excavating of \$38,305.00. Motion will be amended if ledge removal is

required. Funds for this are to be taken out of the Capital Reserve Account. All in favor, motion passed.

- Pleasant St Pembroke – Will be general maintenance.

Hydrant Flushing – We will monitor water conditions through the summer. Waiting until Fall to flush hydrants.

Fire System Backflow Testing – There was a discussion about Backflow rates.

Rates Review – There was discussion about the current rates.

After Hours Parking Issue – We will continue to monitor to see if signs are needed.

Rymes – Received a document with a court date for an old case.

Audit - Nothing new at this time.

NEW BUSINESS:

Strong Foundations – They are adding on to the existing building and putting another building on the lot next door. Need additional information for flow capacity for connection fee.

CIP Budget – 2018 CIP Budget is ready to submit to the Budget Committee.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$6898.12

A/P Manifests & Payroll Manifests -- Motion by Kevin Brasley and Seconded by Chet Martel to approve the May 31st A/P Manifest of \$8820.72 previously reviewed and the June 15th A/P Manifest of \$20532.35 and Payroll Manifests reviewed by Chairman Christopher Culberson. All in favor, motion passed.

Billing Register Manifest – Motion by Kevin Brasley and Seconded by Ed Lavallee to accept the Billing Register Manifest for May of \$66551.69. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Kevin Brasley and Seconded by Chet Martel to accept the Adjustment Manifest for May of \$2887.51. All in favor, motion passed.

Late Penalty Manifest – Motion by Kevin Brasley and Seconded by Chet Martel to accept the Late Penalty Manifest for June of \$1270.00. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other Business – Nothing at this time.

Correspondence – Nothing at this time.

Motion by Kevin Brasley and Seconded by Chet Martel to go in to Non-Public Session in accordance with RSA 91-A:311 at 6:44. All in favor, motion passed.

Motion by Chris Culberson and Seconded by Chet Martel to come out of Non-Public Session in accordance with RSA 91-A:311 at 6:49. All in favor, motion passed.

Motion by Chet Martel and seconded by Ed Lavallee to adjourn at 6:50 pm.
All in favor, motion passed.

The next meeting is scheduled for July 20, 2017 at 6:00 pm.