

PEMBROKE WATER WORKS  
346 PEMBROKE STREET  
PEMBROKE, NH 03275

Minutes of the April 20, 2017 Meeting

Present: Andy Boisvert  
Ed Lavallee  
Chris Culberson  
Kevin Brasley

Staff: Matt Gagne – Superintendent, Betty St. Germain – Admin Bookkeeper

Absent: Chet Martel

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

Motion by Kevin Brasley and Seconded by Andy Boisvert to accept the Meeting Minutes and Financial Reports for March 2017. All in favor, motion passed.

OLD BUSINESS:

Badger Software update – Softwater and Badger are currently working together to create a test file for Badger to work on.

Pembroke Pines Update – They passed ZBA and now have to apply to the Planning Board.

Scada Upgrades – Motion by Kevin Brasley and Seconded by Ed Lavallee to approve an additional \$8450.00 for the upgrade. All in favor, motion passed.

Hooksett Village Water Precinct Interconnection – Matt met with Hooksett Village to start the discussion on possible interconnection between the two water departments. There will be further discussions.

Library St., Allenstown – Will be discussed under New Business – Potential Roadwork

Franchise Area – Chester Turnpike is not in our Franchise Area. There will be further discussions.

NEW BUSINESS:

Potential Roadwork –

- Library St Allenstown –Allenstown Sewer Department is looking to replace the main and put in a pump station.
- Whitten St Allenstown – Allenstown is looking to re-pave
- Webster St Allenstown – Allenstown is looking to re-pave
- Union St Pembroke – Pembroke is looking to re-pave
- Pleasant St Pembroke – Pembroke is looking to re-pave

Matt is to get prices together for all of these roads.

Hydrant Flushing – At this time we will be holding off doing the Hydrant Flushing until the Fall, since we are still under Moderate Drought conditions. Also, the Board will be asking our water users to voluntarily reduce water usage.

Fire System Backflow Testing – Since requirements have changed, we will be contracting out the Fire System Backflow testing starting 2018.

Beau has taken the Distribution 1 and Treatment 1 exams and we are awaiting results.

Parking- Matt is looking into resolving after hours parking issues.

#### REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$8441.94.

A/P Manifests & Payroll Manifests -- Motion by Kevin Brasley and Seconded by Andy Boisvert to approve the March 30th A/P Manifest of \$27384.49 previously reviewed and the April 20th A/P Manifests of \$36748.52 & 40962.50 and Payroll Manifests reviewed by Chairman Christopher Culberson. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Kevin Brasley and Seconded by Ed Lavallee to accept the Adjustment Manifest for March of \$5924.99. All in favor, motion passed.

Billing Register Manifest – Motion by Kevin Brasley and Seconded Ed Lavallee to accept the Billing Register Manifest for March of \$56146.09 All in favor, motion passed.

Late Penalty Manifest – Motion by Kevin Brasley and Seconded by Andy Boisvert to accept the Late Penalty Manifest for April of \$1210.00. All in favor, motion passed.

Quickbooks Adjustment Manifest - Motion by Kevin Brasley and Seconded by Andy Boisvert to accept the April Payroll Adjustment Manifests of \$1490.52 & April Inventory Adjustment Manifest of \$13878.55 for 2016 year end.

#### OTHER BUSINESS and CORRESPONDENCE:

Other Business –

Motion by Kevin Brasley and Seconded by Ed Lavallee to accept the Proposal from Residential Remedies. All in favor, motion passed.

Motion by Chris Culberson and Seconded by Kevin Brasley to renew the Sam's Club membership. All in favor, motion passed.

Motion by Chris Culberson and Seconded by Kevin Brasley to approve a fire resistant file cabinet, not to exceed \$1200.00. All in favor, motion passed.

Suncook Valley Rod & Gun Club – Motion by Kevin Brasley and Seconded by Andy Boisvert to donate \$100.00 to their annual Fishing Derby. All in favor, motion passed.

Correspondence –Nothing at this time.

Motion by Andy Boisvert and seconded by Ed Lavallee to adjourn at 6:46 pm.  
All in favor, motion passed.

The next meeting is scheduled for May 18, 2017 at 6:00 pm.