

PEMBROKE WATER WORKS  
346 PEMBROKE STREET  
PEMBROKE, NH 03275

Minutes of the March 16, 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 5:57 pm by Chairman Ed Lavallee.

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

OLD BUSINESS:

212 Main St – The building is sold and the funds have cleared.

Badger Software update – We are waiting for Badger to set a date when we can start the process of installation and training.

New Utility Truck – The new truck is in the process of getting the utility body and is being done Hews Auto Body, and the lights and decals will be put on at Berube's after. It should be done by the end of next week.

Pembroke Pines Update – There was an appeal and had to go back to ZBA again. ZBA did not hear the case, there was no information presented.

Scada Upgrades – Computer is installed. A little more programming needs to be done.

Hooksett Village Water Precinct – Matt will be meeting with them at the end of the month to start the discussion on possible interconnection between the two water departments.

NEW BUSINESS:

Appointment of Officers - Motion by Kevin Brasley and seconded by Andy Boisvert to appoint Chris Culberson as Chairman. All in favor, motion passed.

Motion by Chris Culberson and seconded by Andy Boisvert to appoint Kevin Brasley as Secretary. All in favor, motion passed.

Library St, Allentown – Matt informed the Board that Allentown Sewer Department is looking to replace the main and put in a pump station. Since this has to go to Town vote, if it passes, it will not be done until next year. Matt presented the Board with 4 options to replace the water

main at the same time. The Board requested that Matt get prices for looping in an 8" main, so funds can be set aside for 2018

Sale of truck – Motion by Chris Culberson and seconded by Kevin Brasley to sell the 2006 GMC Sierra 3500 truck to Lavallee Oil for the amount of \$3000.00. Ed Lavallee countered with an offer of \$3500.00. The board offered to sell it for the same amount as the trade-in value that Banks gave them at \$3000.00. 3 Commissioners in favor, motion passed. Ed Lavallee abstained from this vote.

#### REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$10024.26.

A/P Manifests & Payroll Manifests -- Motion by Kevin Brasley and Seconded by Ed Lavallee to approve the March 2nd A/P Manifest of \$68818.75 previously reviewed and the March 16<sup>th</sup> A/P Manifest of \$10475.81 and Payroll Manifests reviewed by Chairman Ed Lavallee. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Kevin Brasley and Seconded by Andy Boisvert to accept the Adjustment Manifest for February of \$266.04. All in favor, motion passed.

Billing Register Manifest – Motion by Kevin Brasley and Seconded Ed Lavallee to accept the Billing Register Manifest for February of \$66979.75. All in favor, motion passed.

Late Penalty Manifest – Motion by Kevin Brasley and Seconded by Ed Lavallee to accept the Late Penalty Manifest for March of \$890.00. All in favor, motion passed.

#### OTHER BUSINESS and CORRESPONDENCE:

Other Business – Vickie Grandmaison from Harvard Management has taken over the management for Littlefield Condominiums and is asking the Board to waive the late fee on 18 accounts totaling \$180.00. The board has decided not to waive the late fees.

Correspondence –Nothing at this time.

Motion by Chris Culberson and Seconded by Ed Lavallee to go into Non-Public Session in accordance with RSA 91-A:311 at 6:19pm. All in favor, motion passed.

Motion by Chris Culberson and Seconded by Kevin Brasley to seal the minutes for 1 year and to come out of Non-Public Session in accordance with RSA 91-A:311 at 6:33. All in favor, motion passed.

Motion by Ed Lavallee and seconded by Andy Boisvert to adjourn at 6:34 pm. All in favor, motion passed.

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