

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the March 21, 2024 Meeting

Present: Kevin Brasley, Bruce Kudrick, Larry Plourde, Ed Lavallee
Staff: Matt Gagne – Superintendent, Betty St. Germain – Admin Bookkeeper
Absent: Chet Martel
Guests:

The regular meeting was called to order at 6:00pm.

Motion by Ed Lavallee and Seconded by Larry Plourde to accept the Meeting Minutes and Financial Reports for February 2024, all in favor, motion passed.

OLD BUSINESS:

Potential Roadwork – The Town may be taking Bachelder Rd off for this year.

- PFC Monitoring- No updates from EPA yet. Sampling is still showing lower numbers than last year at this time.
 - o Concord Connection – Study work is on-going and scheduled for the beginning of May.
 - o Study for Source Water Capacity – Still waiting on the final report.
 - o Asset Management – 1st workshop meeting in April with Matt, DES & Underwood.
 - o Strategic Planning Grant – GZA will start groundwater exploration in the next couple of weeks.

Lead Service Lines – Nothing new at this time.

Station Analyzers – All are installed and operational and meet all DES requirements.

New Dump Truck- Nothing new at this time.

NEW BUSINESS:

Election of Officers – Motion by Bruce Kudrick to have Kevin Brasley stay as Chairman. Seconded by Ed Lavallee. All in favor, motion passed.

Motion by Kevin Brasley to have Ed Lavallee stay as Secretary. Seconded by Larry Plourde. All in favor, motion passed.

East Webster St Leak – Matt updated the Board and let them know that there is a big section of paving that we will have to do.

Tablets – Matt is getting pricing for tablets. They will be re-imbursed through the Asset Management Grant.

Leak Detector Equipment – We will be getting new leak detector equipment that also has included a lead correlator, which will help in detecting lead lines. This will be funded through the ARPA Funds.

Suncook Pond Water Meter Replacement – Matt is working with Suncook Pond to try to get a meter installed in each of the 10 buildings instead of replacing the 8" meter in the pit.

576 Pembroke St additional unit – The owner of the property wants the Board to waive the connection for the additional unit that he wants to put in. The Board has denied this request.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$30,097.91

Accounts Payable Manifests – To approve the Accounts Payable Manifest of March 7, 2024 in the amount of \$30,468.92 and Accounts Payable Manifest of March 21, 2024 in the amount of \$29,378.66 and the Payroll Manifests previously reviewed by Chairman Kevin Brasley. Motion by Ed Lavallee and Seconded by Larry Plourde. All in favor, motion passed.

Billing Register Manifest – To approve the Billing Register Manifest for February in the amount of \$74,567.92
Motion by Ed Lavallee and Seconded Larry Plourde. All in favor, motion passed.

Adjustment Manifest – To approve the Adjustment Manifest for February in the amount of \$579.97
Motion by Ed Lavallee and Seconded by Larry Plourde. All in favor, motion passed.

Late Penalty Manifest – To approve the Late Penalty Manifest for March in the amount of \$1,010.00
Motion by Ed Lavallee and Seconded by Larry Plourde. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other and Correspondence –

Betty updated the Board in regards to a customer who makes a payment every week and now has a large credit balance. The Board agreed to have a letter sent to the customer letting them know that we will no longer accept payments from them until their credit balance is used up.

The Auditors were pleased to report that no disagreements arose during the course of the audit.

Motion by Kevin Brasley and Seconded by Larry Plourde to send a \$100.00 donation to the Suncook Valley Rod & Gun Club for their annual Fishing Derby. All in favor, motion passed.

Motion by Ed Lavallee and Seconded by Larry Plourde to go into
Non-Public Session in accordance with RSA 91-A:311 at 6:26
Motion by Ed Lavallee and Seconded by Larry Plourde to come out of
Non-Public Session in accordance with RSA 91-A:311 at 6:27

The next meeting is scheduled for April 18, 2024 at 6:00 pm.

Motion by Ed Lavallee and Seconded by Larry Plourde to adjourn at 6:27pm.
All in favor, motion passed.

Pembroke Water Works Commission—Ed Lavallee