

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the December 8, 2016 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 5:59 pm by Chairman Ed Lavallee.

Motion by Chris Culberson and Seconded by Kevin Brasley to accept the Meeting Minutes and Financial Reports for November 2016. All in favor, motion passed.

OLD BUSINESS:

Concord Rt3 Electrical Update – Pipe & fittings are ordered. Looking to clean #2 well & pump in January.

212 Main St – Nothing new at this time.

Badger Software update – Nothing new at this time.

John's Wrecker Service 107 Sheep Davis Rd – MBI was continued to Tuesday December 13th. Pending 3rd party inspections.

New Utility Truck – Motion by Chris Culberson and Seconded by Kevin Brasley to proceed with purchase in ordering of the GMC 3500 cabin chassis through Banks Chevrolet/GMC with the body to be purchased and installed from Hews Truck & Body in January 2017. Not to exceed \$45,000.00. All in favor, motion passed.

NEW BUSINESS:

CIP Accounts – Motion by Chris Culberson and Seconded by Kevin Brasley to deposit \$100,000.00 from the Operating Account into the Capital Improvement Accounts. \$50,000.00 into the Water Works Capital Reserve Account of which \$15,000.00 is from Permit & Connection Fees and \$50,000.00 into the Water Works Operating (Equipment & Building) Account.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$9,120.49.

A/P Manifests & Payroll Manifests -- Motion by Kevin Brasley and Seconded by Andy Boisvert to approve the December 8th A/P Manifest of \$30,620.14 and Payroll Manifests reviewed by Chairman Ed Lavallee. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Chris Culberson and Seconded by Kevin Brasley to accept the Adjustment Manifest for November of \$1,860.41. All in favor, motion passed.

Billing Register Manifest – Motion by Kevin Brasley and Seconded Chris Culberson to accept the Billing Register Manifest for November of \$72,807.57. All in favor, motion passed.

Late Penalty Manifest – Motion by Kevin Brasley and Seconded by Chris Culberson to accept the Late Penalty Manifest for November of \$1,080.00. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other Business –

Correspondence –

Motion by Chris Culberson and Seconded by Kevin Brasley to go into Non-Public Session in accordance with RSA 91-A:311 at 6:15. All in favor, motion passed.

Motion by Chris Culberson and Seconded by Kevin Brasley to come out of Non-Public Session in accordance with RSA 91-A:311 at 6:22. All in favor, motion passed.

Motion by Chris Culberson and seconded by Andy Boisvert to adjourn at 6:25 pm.
All in favor, motion passed.

The next meeting is scheduled for January 19, 2017 at 6:00 pm.