

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the December 13, 2018 Meeting

Present: Chris Culberson, Kevin Brasley, Ed Lavallee, Larry Plourde

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

Absent: Chet Martel

The regular meeting was called to order at 5:52 pm by Chairman Chris Culberson.

Motion by Kevin Brasley and Seconded by Ed Lavallee to accept the Meeting Minutes and Financial Reports for November 2018. All in favor, motion passed.

OLD BUSINESS:

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

Franchise Area –

- Holiday Acres - 100 additional units – They will not be adding these units.

Potential Roadwork –

- Library St Allenstown – Matt updated the Board on the latest correspondence from Allenstown Sewer Commission regarding connection to the new pump station.

PFC Monitoring – The results from the samples taken at the 5 wells have been received. 4 wells were non-detect and #2 well was same or less. We will proactively keep taking samples.

Pembroke Pines – The project got approval from the Town and they are looking to start this winter.

The Board agreed that they can use C90 pipe but ductile is to be used for the Hydrants.

20 Broadway – Sewer lateral – Chris Culberson updated the Board in regards to the Jarvis' meeting with the Sewer Dept.

Pembroke Meadows – This project is no longer going in.

NEW BUSINESS:

Dump Truck Safety Lights – Motion by Kevin Brasley and Seconded by Ed Lavallee to approve the installation of safety lights for the dump truck, not to exceed \$1000.00. All in favor, motion passed.

Bear Brook Electrical Upgrade – There was discussion in regards to what size transformer should be used for the upgrade. The Board decided to go with the leased 150kva transformer.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$12,422.15.

A/P Manifests & Payroll Manifests -- Motion by Kevin Brasley and Seconded by Ed Lavallee to approve the A/P Manifest of November 29th for \$15,451.67 previously reviewed and the A/P Manifest of December 13th for \$16,220.20 and Payroll Manifests reviewed by Chairman Christopher Culberson. All in favor, motion passed.

Billing Register Manifest – Motion by Ed Lavallee and Seconded by Kevin Brasley to accept the Billing Register Manifest for November in the amount of \$70,066.01. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion Ed Lavallee and Seconded by Kevin Brasley to accept the Adjustment Manifest for November in the amount of \$4,848.92. All in favor, motion passed.

Late Penalty Manifest – Motion by Kevin Brasley and Seconded by Ed Lavallee to accept the Late Penalty Manifest for December in the amount of \$1,270.00. All in favor, motion passed.

QuickBooks Adjustment Manifest – Motion by Kevin Brasley and Seconded by Larry Plourde to accept the QuickBooks Adjustment Manifest for December in the amount of \$253,899.57. All in favor, motion passed.

CIP Manifest – Motion by Chris Culberson and Seconded by Kevin Brasley to move \$85000.00 from the Operating account and put \$55,000 into the Capital Reserve Account of which \$1,875.00 is from Connection & Permit fees, and put \$30,000.00 into the Capital Improvement Account. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other Business – Nothing new at this time.

Correspondence – Nothing new at this time.

Non-Public Session in accordance with RSA 91-A:311

Motion by Ed Lavallee and Seconded by Kevin Brasley to go into Non-Public Session in accordance with RSA 91-A:311 at 6:20. All in favor, Motion passed.

Motion by Chris Culberson and Seconded by Ed Lavallee to come out of Non-Public Session in accordance with RSA 91-A:311 at 6:23. All in favor, Motion passed.

Motion by Kevin Brasley and seconded by Larry Plourde to adjourn at 6:24 pm.
All in favor, motion passed.

The next meeting is scheduled for January 17, 2019 at 6:00 pm.