

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the December 16, 2021 Meeting

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

The regular meeting was called to order at 5:55 pm by Kevin Brasley.

Motion by Chet Martel and Seconded by Ed Lavallee to accept the Meeting Minutes and Financial Reports for November 2021. All in favor, motion passed.

OLD BUSINESS:

Potential Roadwork – Matt gave updates.

- Granite St – Allenstown – We provided an adjusted final payment based on material provided for the project and actual work done. We will await response from Merrill for approval.

Motion by Chet Martel and Seconded by Ed Lavallee to approve the additional amount of \$12,806.00 for this project. All in favor, motion passed.

- Valley St – Allenstown – Nothing new.
- Main St – Pembroke – Nothing new.
- Simpson Ave – Nothing new.
- Bow Ln – Pembroke – Nothing new.

PFC Monitoring – The Board discussed having Underwood Engineers write a letter to the City of Concord council for approval to interconnect the two water systems. The Board also discussed having Underwood Engineers take part in the discussions and negotiations that may take place with city council for the Interconnection Agreement if accepted by Concord.

Work Barn – Tabled

Allenstown Aggregate – 6 units – Nothing new at this time.

6 Dawn Dr – Connection – Nothing new at this time.

225 Beacon Hill Rd Elderly Facility – Nothing new at this time.

Budget – Motion by Chris Culberson and Seconded by Chet Martel to suspend the meeting at 6:11 to go meet with the Budget Committee at Town Hall. All in favor, motion passed.
The Board returned to their regular meeting at 6:52.

NEW BUSINESS:

Money Transfer Manifest – Motion by Chris Culberson and Seconded by Chet Martel to approve the money transfer of \$120,000.00 from the Operating Account to the Capital Reserve Fund in the amount of \$73,360.00 and to the Equipment Fund in the amount of \$46,640.00.
All in favor, motion passed.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$13,012.95.

Accounts Payable Manifests – To approve the Accounts Payable Manifest of December 2, 2021 in the amount of \$12,919.01 and Accounts Payable Manifest of December 16, 2021 in the amount of \$54,165.59 and Payroll Manifests previously reviewed by Chairman Kevin Brasley.
Motion by Chet Martel and Seconded by Larry Plourde. All in favor, motion passed.

Billing Register Manifest – To approve the Billing Register Manifest for November in the amount of \$82,578.90.
Motion by Chet Martel and Seconded by Larry Plourde. All in favor, motion passed.

Adjustment Manifest – To approve the Adjustment Manifest for November in the amount of \$1,585.13.
Motion by Chet Martel and Seconded by Ed Lavallee. All in favor, motion passed.

Late Penalty Manifest – To approve the Late Penalty Manifest for December in the amount of \$1,030.00.
Motion by Chet Martel and Seconded by Larry Plourde. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other and Correspondence –

Motion by Kevin Brasley and Seconded by Larry Plourde to go into Non-Public Session in accordance with RSA 91-A:311 at 6:55. All in favor, motion passed.

Motion by Kevin Brasley and Seconded by Chet Martel to come out of Non-Public Session in accordance with RSA 91-A:311 at 7:20. All in favor, motion passed.

The next meeting is scheduled for January 20, 2022 at 6:00 pm.

Motion by Chet Martel and Seconded by Larry Plourde to adjourn at 7:21pm.
All in favor, motion passed.

Pembroke Water Works Commission Board Secretary-
Edward Lavallee