

PEMBROKE WATER WORKS  
346 PEMBROKE STREET  
PEMBROKE, NH 03275

Minutes of the December 14, 2017 Meeting

Present: Chris Culberson  
Kevin Brasley  
Andy Boisvert  
Staff: Matt Gagne – Superintendent, Betty St. Germain – Admin Bookkeeper  
Absent: Ed Lavallee, Chet Martel

The regular meeting was called to order at 6:00 pm by Chairman Chris Culberson.

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

OLD BUSINESS:

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

Franchise Area – Nothing new at this time.

Potential Roadwork –

- Library St Allenstown – No changes at this time.
- Whitten St Allenstown – No changes at this time.
- Webster St Allenstown – No changes at this time.
- Union St Pembroke – No changes at this time.
- Main St Pembroke – No changes at this time.

Rates Review – 3rd Motion of 3 for Water Tariff rate change .

Motion by Kevin Brasley and Seconded by Andy Boisvert to increase Fixed Charges, Private hydrant rentals and Public hydrant rentals by 5% effective April billing. All in favor, motion passed.

NEW BUSINESS:

556 Pembroke St – Motion by Kevin Brasley and Seconded by Andy Boisvert to add fee for 2 units. All in favor, motion passed.

New Hire – There was discussion on applicants.

Dump truck body – The inside floor of the dump truck needs repair. Matt will get prices for the repair and also look into a used body.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$15,054.15

A/P Manifests & Payroll Manifests -- Motion by Andy Boisvert and Seconded by Kevin Brasley to approve the November 30<sup>th</sup> A/P Manifest of \$13,157.54 previously reviewed and the December 14<sup>th</sup> A/P Manifest of \$20,844.66 and Payroll Manifests reviewed by Chairman Christopher Culberson. All in favor, motion passed.

Billing Register Manifest – Motion by Kevin Brasley and Seconded by Andy Boisvert to accept the Billing Register Manifest for November of \$69,111.46. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Andy Boisvert and Seconded by Kevin Brasley to accept the Adjustment Manifest for November of 1,754.73. All in favor, motion passed.

Late Penalty Manifest – Motion by Kevin Brasley and Seconded by Andy Boisvert to accept the Late Penalty Manifest for December of \$1,030.00. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other Business – Nothing at this time.

Correspondence – Nothing at this time.

Motion by Kevin Brasley and Seconded by Andy Boisvert to go into Non-Public Session in accordance with RSA 91-A:311 at 6:10. 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 6:18. All in favor, motion passed.

Motion by Chris Culberson and seconded by Kevin Brasley to adjourn at 6:21 pm.  
All in favor, motion passed.

The next meeting is scheduled for January 18, 2018 at 6:00 pm