

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the November 18, 2021 Meeting

Present: Kevin Brasley, Christopher Culberson Larry Plourde, Ed Lavallee, Chet Martel
Staff: Matt Gagne – Superintendent, Betty St. Germain – Admin Bookkeeper
Absent:
Guests: Lynnette Carney & Michael Metcalf of Underwood Engineers

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

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

OLD BUSINESS:

Potential Roadwork – Matt gave updates.

- Granite St – Allenstown – We are waiting for the final bill from them.
- Valley St – Allenstown – Scheduled for next year.
- Main St – Pembroke – The poles still need to be moved
- Simpson Ave – Nothing new at this time.
- Bow Ln – Pembroke – Nothing new at this time.

PFC Monitoring – Underwood Engineers came in to discuss their report and options.

Work Barn – Tabled

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

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

Budget – Motion by Chet Martel and Seconded by Larry Plourde to approve a \$.10 per thousand gallons rate increase for both Domestic and Second/Irrigation meter accounts and a \$1.00 Base Fee rate increase per quarter and a \$25.00 yearly Permit Fee for Second/Irrigation meter accounts. All in favor, motion passed.

Motion by Ed Lavallee and Seconded by Chet Martel to approve the 2022 Budget with the \$.10 per thousand gallons rate increase for both Domestic and Second/Irrigation meter accounts and \$1.00 Base Fee rate increase per quarter and \$25.00 yearly Permit Fee for Second/Irrigation meter accounts. All in favor, motion passed.

NEW BUSINESS:

225 Beacon Hill Rd Elderly Facility – Request to Connect to the Water System.
There will be a master meter. They will also need to have a Booster Station which will be maintained by them.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$11,808.27 .

Accounts Payable Manifests – To approve the Accounts Payable Manifest of November 4, 2021 in the amount of \$30,332.01 and Accounts Payable Manifest of November 18, 2021 in the amount of \$17,127.51 and Payroll Manifests previously reviewed by Chairman Kevin Brasley. Motion by Chet Martel and Seconded by Larry Plourde. All in favor, motion passed.

Adjustment Manifest – To approve the Adjustment Manifest for October in the amount of \$3,988.79.

Motion by Chet Martel and Seconded by Larry Plourde. All in favor, motion passed.

Late Penalty Manifest – To approve the Late Penalty Manifest for November in the amount of \$1,090.00.

Motion by Chet Martel and Seconded by Ed Lavallee. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other and Correspondence –

The next meeting is scheduled for December 16, 2021 at 6:00 pm.

Motion by Chet Martel and Seconded by Ed Lavallee to adjourn at 8:05pm.

All in favor, motion passed.

Pembroke Water Works Commission Board Secretary-
Edward Lavallee