

PEMBROKE WATER WORKS  
346 PEMBROKE STREET  
PEMBROKE, NH 03275

Minutes of the July 20, 2017 Meeting

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

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

Motion by Ed Lavallee and Seconded by Andy Boisvert to accept the Meeting Minutes and Financial Reports for June 2017. All in favor, motion passed.

OLD BUSINESS:

Badger Software update – Working on changes to customer accounts.

Pembroke Pines Update – Matt spoke to the Project Engineer and they are planning on going to the Planning Board's August meeting. There will be no impact to us this year. This is being removed from the Agenda until further notice.

Scada Upgrades update – Everything is now 100% complete at Hooksett Tank.

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

Franchise Area – Nothing new at this time.

Potential Roadwork –

- Library St Allentown – No changes at this time.
- Whitten St Allentown – No changes at this time.
- Webster St Allentown – Next month we will be replacing the main valve and see what kind of condition the water main is in.
- Union St Pembroke – The project is on hold until August.
- Pleasant St Pembroke – We will be replacing two service shut offs.

Rates Review – Continued discussion about potential rate changes.

Rymes – Motion by Chris Culberson and Seconded by Ed Lavallee to ratify the phone approval between Chris Culberson, Ed Lavallee and Kevin Brasley to approve the amount of \$800.00

agreed upon through mediation of overcharge for the fire line. And also to authorize Matt Gagne to sign the paperwork as representative for Pembroke Water Works. All in favor, motion passed.

Audit - Waiting for the Audit Report.

Strong Foundations – In order to figure out what the connection fee will be Matt has requested something in writing about expected flow capacity for the new building being put on the lot next door.

NEW BUSINESS:

Chet Martel was concerned about the Fire Hydrant at the corner of Kimball St and Glass St. The Fire Dept. could not get it to physically open when needed. That hydrant style can be hard to open. We will take it apart and rebuild it. Matt will be discussing with the Pembroke Fire Chief.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$10279.56

A/P Manifests & Payroll Manifests -- Motion by Ed Lavallee and Seconded by Chet Martel to approve the July 5<sup>th</sup> A/P Manifest of \$31,007.22 previously reviewed and the July 20th A/P Manifest of \$25,850.42 and Payroll Manifests reviewed by Chairman Christopher Culberson. All in favor, motion passed.

Billing Register Manifest – Motion by Andy Boisvert and Seconded by Chet Martel to accept the Billing Register Manifest for June of \$81,620.12. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Chet Martel and Seconded by Ed Lavallee to accept the Adjustment Manifest for June of \$4,976.61. All in favor, motion passed.

July Quickbooks Adjustment Manifest – Motion by Ed Lavallee and Seconded by Chet Martel to accept the July Quickbooks Adjustment Manifest for 2016 Audit re-classification and capitalization adjustments in the amount of 182,157.88. All in favor, motion passed.

Late Penalty Manifest – Motion by Chet Martel and Seconded by Andy Boisvert to accept the Late Penalty Manifest for July of \$1400.00. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other Business – Beau Schofield took the D2 test today. It may take a month to get the results.  
Correspondence – Nothing at this time.

Motion by Chet Martel and seconded by Ed Lavallee to adjourn at 6:55 pm.  
All in favor, motion passed.

The next meeting is scheduled for August 17, 2017 at 6:00 pm.