

PEMBROKE WATER WORKS  
346 PEMBROKE STREET  
PEMBROKE, NH 03275

Minutes of the January 21, 2016 Meeting

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

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

Motion by Ed Lavallee and seconded by Andy Boisvert to accept the Meeting Minutes and Financial Reports for December 2015. All in favor, motion passed.

OLD BUSINESS:

Concord Rt3 Electrical Update – Matt updated the Board on the water samples taken and the work that has been done on pump #2. Motion by Ed Lavallee and seconded by Andy Boisvert to have Powers Generator install a new control panel with auto start in the amount of \$1627.65. All in favor, motion passed.

212 Main St – There was discussion about selling the building to Pembroke Sewer Commission.

Allenstown road work – Matt informed the Board of the roads that Allenstown is planning to work on this year. Matt will look into the costs for repairs on these roads and get back to the Board.

NEW BUSINESS:

John's Wrecker Service – John's Wrecker Service bought the building at 107 Sheep Davis Rd. There is concern of vehicles being stored outside. The Board would like to have a hydro geologist come in and do an evaluation of the area in question.

Liability Insurance – PLT will no longer be offering Liability insurance as of June 30, 2016. Motion by Chris Culberson and seconded by Ed Lavallee to go with Primex for Property and Liability Insurance effective July 1, 2016. All in favor, motion passed.

Connection Fees – Motion by Chris Culberson and seconded by Andy Boisvert to take \$5300.00 from the General Operating account and put it into the Capital Reserves Savings Account, as it pertains to Connection Fees. All in favor, motion passed.

Motion by Chris Culberson and seconded by Andy Boisvert to take \$40000.00 from the General Operating account and put it into the Business Money Market account. All in favor, motion passed.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$24824.90

A/P Manifests & Payroll Manifests -- Motion by Andy Boisvert and seconded by Ed Lavallee to approve the January 6th A/P Manifest of \$12024.53 previously reviewed, the January 21<sup>st</sup> A/P Manifest of \$33139.73 and Payroll Manifests as reviewed by Chairman Kevin Brasley. All in favor, motion passed.

December Adjustment Manifest -- Motion by Chris Culberson and seconded by Ed Lavallee to accept the December Adjustment Manifest of \$3766.50. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

The Audit has been scheduled

The Commission reviewed a letter from the Pembroke Sewer Commissioners regarding Bankruptcy customers.

Motion by Chris Culberson and seconded by Andy Boisvert to adjourn at 6:53 pm.  
All in favor, motion passed.

The next meeting is scheduled for February 18, 2016 at 6:00 pm.