

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the April 21, 2022 Meeting

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

The regular meeting was called to order at 6:01pm by Kevin Brasley.

Motion by Chet Martel and Seconded by Ed Lavallee to accept the Meeting Minutes and Financial Reports for March 2022. All in favor, motion passed.

OLD BUSINESS:

Potential Roadwork – Matt updated the Board on the roadwork.

- Valley St – Allenstown – Nothing new.
- Main St – Pembroke – We are set to start May 9th.
- Simpson Ave – We are set to start May 2nd and should be there a few days.
- Bow Ln – Pembroke – Tabled

PFC Monitoring – Concord City council has reviewed the request made by Pembroke for interconnection. They have decided to look into the interconnection further. Before making a decision on an interconnection with Pembroke, they first need to look at an interconnection with the Town of Bow and the effects the two would have on their system. This process may take well into the year therefore we will need to reapply for NHDES funding later this year for 2023 funding.

- Proposal for Source Water Capacity Study – Matt to meet with EGGI and Underwood soon to look at a schedule for this work.

Work Barn – Tabled

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

6 Dawn Dr – Connection – Matt had Underwood look into the easement agreement for 6 Dawn Drive. Underwood suggested the whole street have an easement agreement and this be drafted by our attorney to make it simpler. Matt requested Orr and Reno provide an agreement for review to be sent to 6 Dawn Drive for approval. We are waiting for approval to start the work from 6 Dawn Drive.

Mill Falls Rd – 6 units – Nothing new.

Kimball St – 6 units – This has gone through TRC and is moving forward to Zoning & Planning.

25 Canal St – The water improvements work has begun. The new 10" main has been connected to Whitten Street and Webster Street as outlined. The main will be run up to the gated entrance with a valve by the end of the week.

Tank Inspections – The tank inspections are both done and we are waiting for the final report.

NEW BUSINESS:

Election of Officers – Motion by Chris Culberson and Seconded by Ed Lavallee to Appoint Kevin Brasley as Chairman. All in favor, motion passed.

Motion by Kevin Brasley and Seconded by Chris Culberson to Appoint Ed Lavallee as Secretary. All in favor, motion passed.

Funds Transfer – Motion by Chris Culberson and Seconded by Chet Martel to transfer \$57,000.00 from the Capital Reserve Equipment Fund to the Operating Account for the new vehicle. All in favor, motion passed.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$21,458.47.

Accounts Payable Manifests – To approve the Accounts Payable Manifest of April 7, 2022 in the amount of \$79,033.05 and Accounts Payable Manifest of April 21, 2022 in the amount of \$25,075.02 and Payroll Manifests previously reviewed by Chairman Kevin Brasley. Motion by Chet Martel and Seconded by Ed Lavallee. All in favor, motion passed.

Billing Register Manifest – To approve the Billing Register Manifest for March in the amount of \$58,922.42.

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

Adjustment Manifest – To approve the Adjustment Manifest for March in the amount of \$4,290.00.

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

Late Penalty Manifest – To approve the Late Penalty Manifest for April in the amount of \$1,390.00.

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

OTHER BUSINESS and CORRESPONDENCE:

Other and Correspondence –

The next meeting is scheduled for May 19, 2022 at 6:00 pm.

Motion by Chet Martel and Seconded by Ed Lavallee to adjourn at 6:17pm.
All in favor, motion passed.

Pembroke Water Works Commission Board Secretary-
Edward Lavallee