

PEMBROKE WATER WORKS  
346 PEMBROKE STREET  
PEMBROKE, NH 03275

Minutes of the August 18, 2022 Meeting

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

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

Motion by Chet Martel and Seconded by Larry Plourde to accept the Meeting Minutes and Financial Reports for July 2022, All in favor, motion passed.

OLD BUSINESS:

Potential Roadwork – Matt updated the Board on the roadwork.

- Valley St – Allenstown – Town of Allenstown should be finishing up next week so we can start our work.
- Main St – Pembroke – The water portion is progressing quickly.
- Simpson Ave – Nothing New.
- Bow Ln – Pembroke – There was a second main break on the newer section of the road that we aren't looking at replacing so we will need to keep track of issues in that area.

PFC Monitoring- Levels have remained low compared to the last two years. Two letters have been sent out due to the water restrictions for customers not complying. We have had some complaints that system won't allow the watering schedule as we have requested.

- Study for Source Water Capacity –Nothing new.
- Asset Management- Paperwork has been submitted we are waiting on a start date from Underwood engineers.

Work Barn – Tabled

Allenstown Aggregate – 6 units – Waiting on Agreement. The permit has been paid.

6 Dawn Dr – Connection – The mortgage lender for 2 Dawn Dr. has requested additional information that could cost an additional \$10,000 to prepare. If we chose to we could go without the subordinations but it could leave the Water Works as risk. The Board chose to pursue the subordination or seek alternatives. Matt will reach out to Dawn for confirmation as to how she wants to proceed.

New Truck – The truck has been built and is waiting to get shipped here.

NEW BUSINESS:

Chris Culberson – The Board accepted Chris Culberson's resignation, effective immediately. The Board would like to thank Chris for his time on the Board.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$18,117.94

Accounts Payable Manifests – To approve the Accounts Payable Manifest of August 4, 2022 in the amount of \$15,894.24 and Accounts Payable Manifest of August 18, 2022 in the amount of \$26,094.34 and Payroll Manifests previously reviewed by Chairman Kevin Brasley. Motion by Chet Martel and Seconded by Larry Plourde, All in favor, motion passed.

Billing Register Manifest – To approve the Billing Register Manifest for July in the amount of \$62,738.83  
Motion by Chet Martel and Seconded Ed Lavallee, All in favor, motion passed.

Adjustment Manifest – To approve the Adjustment Manifest for July in the amount of \$2,615.00  
Motion by Chet Martel and Seconded by Ed Lavallee, All in favor, motion passed.

Late Penalty Manifest – To approve the Late Penalty Manifest for August 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 September 15, 2022 at 6:00 pm.

Motion by Chet Martel and Seconded Ed Lavallee by to adjourn at 6:29pm,  
All in favor, motion passed.

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Pembroke Water Works Commission Board Secretary-  
Edward Lavallee