

PEMBROKE WATER WORKS  
346 PEMBROKE STREET  
PEMBROKE, NH 03275

Minutes of the February 16, 2023 Meeting

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

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 January 2023, all in favor, motion passed.

OLD BUSINESS:

Potential Roadwork –

- Bow Ln – Pembroke – Matt has meeting with NHDOT next week to determine what needs to be done for the Rte. 3 crossing.

PFC Monitoring- The Board reviewed the letter to go out to Concord City Council and the Mayor's office. The letter has been approved to send with one change to the wording.

- Study for Source Water Capacity –Study for the Rte. 106 well is complete and the BB#7 well is scheduled for a 2/27 start.
- Asset Management – Matt has a kickoff meeting with Underwood and NHDES on 3/1.

Work Barn – Nothing new.

Trailer & Tools – Matt reached out to Primex to see what they can offer for a payment of the tools, Primex has not given an official response yet.

NEW BUSINESS:

Strategic Planning Grant- Matt has been working with Emery and Garret groundwater on contingency alternatives if the interconnection isn't approved by Concord. The \$50,000 grant has been awarded to Pembroke.

Employee Clothing Allowance- The Water Works currently provides and reimburses for clothing and boots to all employees. We have no written agreement for this, Matt recommended to the

Board an allowance for the employees with a written agreement. The Board wants to look into credit count options so we don't limit employees and can still provide work wear.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$19,445.06

Accounts Payable Manifests – To approve the Accounts Payable Manifest of February 1, 2023 in the amount of \$34,868.08 and Accounts Payable Manifest of February 16, 2023 in the amount of \$19,543.82 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 January in the amount of \$69,586.35  
Motion by Chet Martel and Seconded Larry Plourde, All in favor, motion passed.

Adjustment Manifest – To approve the Adjustment Manifest for January in the amount of \$1,391.05  
Motion by Chet Martel and Seconded by Larry Plourde, All in favor, motion passed.

Late Penalty Manifest – To approve the Late Penalty Manifest for January in the amount of \$1,310.00  
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 March 16, 2023 at 6:00 pm.

Motion by Chet Martel and Seconded Larry Plourde by to adjourn at 6:26pm.  
All in favor, motion passed.

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Pembroke Water Works Commission-  
Kevin Brasley