

PEMBROKE WATER WORKS  
346 PEMBROKE STREET  
PEMBROKE, NH 03275

Minutes of the February 15, 2024 Meeting

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

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

Motion by Ed Lavallee and Seconded by Larry Plourde to accept the Meeting Minutes and Financial Reports for January 2024, all in favor, motion passed.

OLD BUSINESS:

Potential Roadwork – Thompson Road scheduled for paving this year, staff checking shutoffs for repairs needed.

- PFC Monitoring- No updates from EPA yet. Sampling has shown lower numbers than last year at this time with increased pumping this year.
  - o Concord Connection – Nothing new at this time.
  - o Study for Source Water Capacity – Still waiting on the final report.
  - o Asset Management – Underwood still working on this with nothing needed from us at this time.
  - o Strategic Planning Grant – No updates on this yet.

Work Barn – Work is completed as quoted from Ethical Home pro. We swapped to a programmable thermostat so the heat only runs over night. This item can be removed.

Lead Service Lines – Grant paperwork has been signed by Governor and council. EPA sent revised guidelines for identifications. Because we don't have any known lead service lines, we can use a logic approach and identify 20% of service lines. We need to ID both our side and the private side to be a complete service inventory. 20% id's need to be random. If we know the material on our side, we enter that in the spreadsheet and can take a picture of the private side at the inlet to the house. If we don't know our side, we will need to expose the service to id. The easiest way to do this is dig at the curb stop and take a picture of both sides.

Station Analyzers – Install is setup for the week of February 26<sup>th</sup> and startup March 7<sup>th</sup>.

New Dump Truck- Ford has scheduled the build for March 11<sup>th</sup>.

NEW BUSINESS: Nothing New

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$21,977.32

Accounts Payable Manifests – To approve the Accounts Payable Manifest of February 1, 2024 in the amount of \$34,067.59 and Accounts Payable Manifest of February 15, 2024 in the amount of \$25,485.05 and the Payroll Manifests previously reviewed by Chairman Kevin Brasley. Motion by Ed Lavallee 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 \$58,081.52  
Motion by Ed Lavallee and Seconded Larry Plourde. All in favor, motion passed.

Adjustment Manifest – To approve the Adjustment Manifest for January in the amount of \$893.40  
Motion by Ed Lavallee 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 \$1,410.00  
Motion by Ed Lavallee and Seconded by Larry Plourde. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other and Correspondence –

The next meeting is scheduled for March 21, 2024 at 6:00 pm.

Motion by Ed Lavallee and Seconded by Bruce Kudrick to adjourn at 6:12pm.  
All in favor, motion passed.

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Pembroke Water Works Commission—Ed Lavallee