

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the October 19, 2017 Meeting

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

The regular meeting was called to order at 6:00 pm by Chairman Chris Culberson.

Motion by Chet Martel and Seconded by Andy Boisvert to accept the Meeting Minutes and Financial Reports for September 2017. All in favor, motion passed.

OLD BUSINESS:

Hooksett Village Water Precinct Interconnection – Nothing new at this time.

Franchise Area – Nothing new at this time.

Potential Roadwork –

- Library St Allenstown – No changes at this time.
- Whitten St Allenstown – There was discussion on what it would cost for us to do the work.
- Webster St Allenstown – There was discussion on costs for cleaning and lining the main or replacing it.
- Union St Pembroke – The project has been put off until 2018.
- Pleasant St Pembroke – Completed. Paving is scheduled for the 20th.
- Hillcrest Ave – There could be 4-5 services and 80' of main that will need to be replaced.

Rates Review – Motion by Kevin Brasley and Seconded by Chet Martel to increase Fixed Charges, Private hydrant rentals and Public hydrant rentals by 5%. All in favor, motion passed.

Strong Foundations – Connection fee will be \$1,500.00.

NEW BUSINESS:

Freeze kit pricing – Motion by Kevin Brasley and Seconded by Chet Martel to purchase a Freeze Kit, not to exceed \$3,500.00. All in favor, motion passed.

Tires for 2014 Chevy – Motion by Kevin Brasley and Seconded by Chet Martel to purchase new tires for the 2014 Chevy. All in favor, motion passed.

Plow wings for Utility truck – Motion by Kevin Brasley and Seconded by Andy Boisvert to purchase plow wings for utility truck. All in favor, motion passed.

Budget – The Board discussed the Budget.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$13,800.96.

A/P Manifests & Payroll Manifests -- Motion by Chet Martel and Seconded by Kevin Brasley to approve the October 4th A/P Manifest of \$21,699.72 previously reviewed and the October 19th A/P Manifest of \$19,862.20 and Payroll Manifests reviewed by Chairman Christopher Culberson. All in favor, motion passed.

Billing Register Manifest – Motion by Chet Martel and Seconded by Kevin Brasley to accept the Billing Register Manifest for September of \$73,013.44. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Chet Martel and Seconded by Andy Boisvert to accept the Adjustment Manifest for September of \$-7,524.83. All in favor, motion passed.

QuickBooks Adjustment Manifest – Motion by Chet Martel and Seconded by Kevin Brasley to accept the QuickBooks Adjustment Manifest for September in the amount of \$67,350.00. All in favor, motion passed.

QuickBooks Adjustment Manifest - Motion by Chet Martel and Seconded by Kevin Brasley to accept the QuickBooks Adjustment Manifest for October in the amount of \$81,634.34. All in favor, motion passed.

Late Penalty Manifest – Motion by Chet Martel and Seconded by Kevin Brasley to accept the Late Penalty Manifest for October of \$1,580.00. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other Business – Nothing at this time.

Correspondence – Nothing at this time.

Motion by Ed Lavallee and seconded by Kevin Brasley to adjourn at 7:05 pm.

All in favor, motion passed.

The next meeting is scheduled for November 16, 2017 at 6:00 pm