

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the November 15, 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 Kevin Brasley to accept the Meeting Minutes and Financial Reports for October 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 – No changes at this time.
- Webster St Allenstown – No changes at this time.
- Union St Pembroke – No changes at this time.
- Main St Pembroke – There was discussion about the work that would need to be done.

Rates Review – 2nd Motion of 3

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.

Budget – Motion by Kevin Brasley and Seconded by Chet Martel to approve the 2018 Budget as is. All in favor, motion passed.

NEW BUSINESS:

CIP Funds transfer – Motion by Chris Culberson and Seconded by Kevin Brasley to transfer \$100,000.00 into the Capital Reserves accounts as follows, \$50,000.00 into the Capital Reserve

Operating account and \$50,000.00 into the Capital Reserve Building & Equipment account. All in favor, motion passed.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$14,701.89.

A/P Manifests & Payroll Manifests -- Motion by Chris Culberson and Seconded by Chet Martel to approve the November 2nd A/P Manifest of \$18,024.83 previously reviewed and the November 15th A/P Manifest of \$22,443.72 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 October of \$64,180.03. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Chet Martel and Seconded by Kevin Brasley to accept the Adjustment Manifest for October of 3,565.94. All in favor, motion passed.

Late Penalty Manifest – Motion by Chet Martel and Seconded by Kevin Brasley to accept the Late Penalty Manifest for November of \$1,390.00. 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 6:34 pm.
All in favor, motion passed.

The next meeting is scheduled for December 14, 2017 at 6:00 pm