

PEMBROKE WATER WORKS  
346 PEMBROKE STREET  
PEMBROKE, NH 03275

Minutes of the January 19, 2018 Meeting

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

The regular meeting was called to order at 6:01 pm by Chairman Chris Culberson.

Motion by Kevin Brasley and Seconded by Andy Boisvert to accept the Meeting Minutes and Financial Reports for December 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 – There was discussion regarding the new Allenstown Sewer pump station water connection. Matt will look into further.
- 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 further discussion on the work that needs to be done.

New Hire – The ad for the position is being posted again.

Dump truck body – Matt will still look at pricing for used and new dump truck bodies.

PFC Monitoring – There was continued discussion about PFC Monitoring at our well stations. There was also discussion about how Allenstown Highway has been PFC monitoring wells by the transfer station. There are 7 potential private wells that could be affected by high readings at the transfer station. Connection to water may possibly be needed.

NEW BUSINESS:

Magikist Thawing Machine – Motion by Ed Lavallee and Seconded by Andy Boisvert to ratify the phone poll for the purchase of the Magikist thawing machine in the amount of \$3,167.20. All in favor, motion passed.

Bear Brook Motor #1 – Eversource had a Phase loss. The motor caught on fire. Matt is looking into pricing for replacing the motor.

Tank Inspections – The Board reviewed the report for the Hooksett & Brickett Hill tank inspections. There is a warranty issue with a small section of the exterior paint on the top of the tank on Brickett Hill. The contractor will repair in the Spring.

#### REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$15,302.70

A/P Manifests & Payroll Manifests -- Motion by Kevin Brasley and Seconded by Andy Boisvert to approve the December 28<sup>th</sup> A/P Manifest of \$12,841.54 previously reviewed and the January 18<sup>th</sup> A/P Manifest of \$35,459.86 and Payroll Manifests reviewed by Chairman Christopher Culberson. All in favor, motion passed.

Billing Register Manifest – Motion by Kevin Brasley and Seconded by Andy Boisvert to accept the Billing Register Manifest for December of \$75,764.49. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Andy Boisvert and Seconded by Ed Lavallee to accept the Adjustment Manifest for December of \$420.22. All in favor, motion passed.

QuickBooks Adjustment Manifest – Motion by Ed Lavallee and Seconded by Kevin Brasley to accept the QuickBooks Adjustment Manifest for December in the amount of \$275,480.21. All in favor, motion passed.

Late Penalty Manifest – Motion by Kevin Brasley and Seconded by Ed Lavallee to accept the Late Penalty Manifest for January of \$1,530.00. All in favor, motion passed.

#### OTHER BUSINESS and CORRESPONDENCE:

Other Business –

Letter from MCSB - We received a letter from Merrimack County Savings Bank regarding fees for the Remote Deposit Capture.

Incident in parking lot – One of the employees found someone going through and trying to take tools out of the Utility truck. After the employee approached him, the man left. The police were called and given information about the person and his vehicle.

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 February 15, 2018 at 6:00 pm