

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the May 17, 2018 Meeting

Present: Chris Culberson, Kevin Brasley, Ed Lavallee, Chet Martel, Larry Plourde

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 Kevin Brasley and Seconded by Ed Lavallee to accept the Meeting Minutes and Financial Reports for April 2018. All in favor, motion passed.

OLD BUSINESS:

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

Franchise Area –

Holiday Acres - 133 additional units – they are beginning the TRC process.

Water Works will be petitioning the Public Utility Commission to expand our service area for this and any future projects in that area.

Potential Roadwork –

- Library St Allentown – Nothing new at this time.
- Whitten St Allentown – Working on permitting with the State.
- Webster St Allentown – The main is done, currently working on service connections.
- Union St Pembroke – Work is complete.

PFC Monitoring – Nothing new at this time.

Bear Brook Motor #1 – Insurance payment has been received.

Tank Inspections – Nothing new at this time.

Wilkins Ave – Nothing new at this time.

354-356 Pembroke St Development - Nothing new at this time.

Army National Guard Readiness Center – Bryan Rouff from Stantec presented the Board with the updated plans for the Readiness Center and State Active Duty Annex.

NEW BUSINESS:

Motion by Kevin Brasley and Seconded by Ed Lavallee to appoint Lawrence Plourde as Water Commissioner to replace Andy Boisvert until the end his term in March 2019. All in favor, motion passed.

Chet Martel mentioned that he would like to see the steps on the side of the building fixed.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$10,912.59.

A/P Manifests & Payroll Manifests -- Motion by Chet Martel and Seconded by Kevin Brasley to approve the May 3rd A/P Manifest of \$56,541.19 previously reviewed and the May 17th A/P Manifest of \$81,807.21 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 April of \$58,723.69. All in favor, motion passed.

Monthly Adjustment Manifest -- Motion by Chet Martel and Seconded by Ed Lavallee to accept the Adjustment Manifest for April of \$5,285.00. All in favor, motion passed.

Quickbooks Manifest for 2017 year-end adjustments – Motion by Chet Martel and Seconded by Ed Lavallee to accept the Quickbooks Manifest for 2017 year-end adjustments in the amount of \$14,108.99. All in favor, motion passed.

Late Penalty Manifest – Motion by Chet Martel and Seconded by Ed Lavallee to accept the Late Penalty Manifest for May of \$1,330.00. All in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other Business – Motion by Ed Lavallee and Seconded by Chet Martel to accept the 2018 lawn care Proposal from Residential Remedies. All in favor, motion passed.

Correspondence – Nothing at this time.

Non-Public Session in accordance with RSA 91-A:311

Motion by Chet Martel and seconded by Ed Lavallee to adjourn at 6:34 pm.
All in favor, motion passed.

The next meeting is scheduled for June 21, 2018 at 6:00 pm.