

PEMBROKE WATER WORKS
346 PEMBROKE STREET
PEMBROKE, NH 03275

Minutes of the November 16, 2023 Meeting

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

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

Motion by Chet Martel and Seconded by Larry Plourde to accept the Meeting Minutes and Financial Reports for October 2023, all in favor, motion passed.

OLD BUSINESS:

Potential Roadwork – Bachelder
Simpson Ave

- PFC Monitoring- Numbers are decreasing – PFAS study complete.
 - o Concord Connection – Nothing new at this time.
 - o Study for Source Water Capacity – Nothing new at this time.
 - o Asset Management – We are in the next phase – GIS Software
 - o Strategic Planning Grant – There is no start date yet.
- Motion by Kevin Brasley and Seconded by Chet Martel to approve up to \$2500.00 for the Desktop computer & GIS Software needed. These will be reimbursed through Asset Management Grant.

Work Barn – Matt will be looking into prices for different types of heating.

Lead Service Lines – Nothing new at this time.

2024 Budget – The Board continued to review the 2024 Budget.

Motion by Chet Martel and Seconded by Larry Plourde to increase the Base fee from \$26.00 to \$31.00 per unit per quarter. And to increase water usage cost from \$2.00 to \$2.25 per thousand gallons. Effective with the April 2024 billing cycle. All in favor, motion passed.

Motion by Chet Martel and Seconded by Larry Plourde to transfer \$90,000.00 from the Capital Reserve Equipment Fund to the 2024 Budget for the new Dump truck and Building repairs.

All in favor, motion passed.

NEW BUSINESS:

Station Analyzers – Required by NHDES and will help with the interconnection with Concord. Motion by Kevin Brasley and Seconded by Ed Lavallee to approve up to \$50000.00 for 3 Analyzers and electrical work that needs to be done. This will be funded through the ARPA Funds.

Homeless Camp – Matt informed the Board about the homeless camp across from the Pembroke Water Works property in Concord and has posted No Trespassing signs all around the property.

REGULAR MONTHLY BUSINESS:

Late Accounts - The total current past due amount \$22,580.88

Accounts Payable Manifests – To approve the Accounts Payable Manifest of November 2, 2023 in the amount of \$20,581.07 and Accounts Payable Manifest of November 16, 2023 in the amount of \$19,637.79 and the Payroll Manifests previously reviewed by Chairman Kevin Brasley.

Motion by Chet Martel and Seconded by Ed Lavallee, all in favor, motion passed.

Billing Register Manifest – To approve the Billing Register Manifest for October in the amount of \$69,722.12

Motion by Chet Martel and Seconded Larry Plourde, all in favor, motion passed.

Adjustment Manifest – To approve the Adjustment Manifest for October in the amount of \$3,835.77

Motion by Chet Martel and Seconded by Larry Plourde, all in favor, motion passed.

Late Penalty Manifest – To approve the Late Penalty Manifest for November in the amount of \$1,320.00

Motion by Chet Martel and Seconded by Larry Plourde, all in favor, motion passed.

OTHER BUSINESS and CORRESPONDENCE:

Other and Correspondence –

The next meeting is scheduled for December 21, 2023 at 6:00 pm.

Motion by Chet Martel and Seconded by Ed Lavallee to adjourn at 6:58pm
All in favor, motion passed.

Pembroke Water Works Commission---Ed Lavallee