



# *Town Of Pembroke* *Sewer Commission*

## **MONTHLY SEWER COMMISSION MEETING**

**DATE: November 20, 2017    TIME: 7:00 P.M.    PLACE: 4 Union St.**

**1. Meeting Called to Order: 7:00 pm**

**Attendance:** Commissioner Harold Thompson, Commissioner Daniel Driscoll, Commissioner Jules (Andy) Pellerin, Paulette Malo, Operations Director,  
**Unavailable:**

**2. Citizen's Comments: None**

**3. Scheduled Meetings: None**

**4. Old Business: a. Any Old Business: Grinder at Rte. 106:** Paulette explained that AAA Pumps are in the process of the removal and replacement of this grinder (Muffin monster). The job should be completed by the end of this week.

**b. Mission Systems:** Paulette explained that the remaining three stations are now equipped with the Mission system. These systems are the same as the one that was installed at Bow Lane during the upgrade. The phone lines will be disconnected at the three stations. Paulette will contact Pete Boettcher and let him know that the alarm systems have all been changed to the Mission system.

**c. Camera Systems:** Paulette explained that the camera systems have all been installed at the remaining stations. There are 4 cameras at each location, one for each side of the buildings.

**d. Bow Lane Station:** Paulette explained that the remainder of the punch list has been completed this past weekend. The last item that needs to be completed under the Bond is the Asset Management Program with Hoyle Tanner.

**5. New Business: a. Sign Manifest Bills** were reviewed and the Manifest was signed.

**b. Review and Sign Warrant 4 Zone 2:** Warrant 4 Zone 2 was reviewed and signed.

**c. Review and Sign Late Notice Register for Zone 3:** Late Notice Register for Zone 3 was reviewed and initialed.

**d. Abatements: NONE**

**e. 2018 Budget Approval:** The Commissioners reviewed the revenues and expenses of the 2018 budget. Discussions took place about the bond payment that will be due in early spring. Wages were discussed along with COLA and merit increases.

**Motion:** Dan made the motion to accept bottom line of the budget for \$1,230,586.00 (One Million Two Hundred Thirty Thousand Five Hundred Eighty-Six Dollars).

**Seconded:** Andy seconded the motion.

**Vote:** 3 in favor, motion passed

**f. Correspondence:** Correspondences were reviewed.

**g. Accept minutes of October 16, 2017**

**Motion:** Harold made the motion to accept the minutes of October 16, 2017 as written.

**Seconded:** Dan seconded the motion.

**Vote:** 3 in favor, motion passed

**6. Any New Business: Longevity Pay and Pay Increase**

**Motion:** Andy made the motion to have Harold sign the letter to finance about the longevity pay for Paulette to be paid the first payroll of December.

**Seconded:** Dan seconded the motion.

**Vote:** 3 in favor, motion passed

**Motion:** Andy made the motion to change Paulette to a salary employee labor grade 20 beginning the week of December 17, 2017 at a weekly rate of \$1,346.40, and to send a letter to finance with this decision.

**Seconded:** Dan seconded the motion.

**Vote:** 3 in favor, motion passed

**Loop Rd/ Kline Way:** A discussion took place about the pump station and the status of where the station is. The commissioner know that it can take up to a year to design and deliver the station. The commissioners don't want a project to come forward and not be able to proceed due to the station:

**Motion:** Dan made the motion have Harold sign a letter asking the Town what the status is of the pump station for Kline Way.

**Seconded:** Andy seconded the motion.

**Vote:** All in favor, motion passed

**7. Adjourn: 8:10 pm**

**Motion:** Dan made the motion to adjourn

**Seconded:** Andy seconded the motion.

**Vote:** All in favor, motion passed

Respectfully Submitted,  
Paulette Malo,  
Operations Director