



# *Town Of Pembroke*

## *Sewer Commission*

### **MONTHLY SEWER COMMISSION MEETING**

**DATE: March 19, 2018    TIME: 6:00 P.M.    PLACE: 4 Union St.**

**1. Meeting Called to Order: 6:05 pm**

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

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

**3. Scheduled Meetings: Asset Management, Hoyle Tanner Associates and NH DES:** John Jackman of HTA and Sharon McNall of NH DES were here for the final training of the VueWorks asset management program. John explained the different steps for the asset management program and how it can be used with the audit.

John and the commissioners reviewed the Level of Service for the sewer department, this will be on the Town's website in the next couple of months. John also explained how the assets were set up based on the current construction index. These can be adjusted as more work is done on the system with the new cost for those projects.

**4. Old Business: a. Any Old Business: None**

**5. New Business: a. Elect Chairman with Permission to sign payroll for the year:**

**Motion:** Andy made the motion to Elect Harold as the Chairman with permission to sign payroll for the year.

**Seconded:** Dan seconded the motion.

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

**b. Sign Manifest Bills** were reviewed and the Manifest was signed.

**c. Review and Sign Warrant 1 Zone 3:** The warrant was reviewed and signed.

**d. Abatements: 39 Mason Ave.:** Paulette read the request for the abatement of the late fees. A discussion took place about the account and request.

**Motion:** Andy made the motion to deny the abatement for the late penalty.

**Seconded:** Dan seconded the motion.

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

**e. Correspondence:** None at this time to review

**f. Accept minutes of February 19, 2018**

**Motion:** Andy made the motion to accept the minutes of February 19, 2018 as written.

**Seconded:** Dan seconded the motion.

**Vote:** 2 in favor, motion passed

**6. Any New Business:** A discussion took place about the potential of different development in Pembroke that might take place. Paulette asked the commissioners if they would like to limit the number of proposals at each meeting to give each applicant the time that is needed to explain their developments or changes that they propose.

**Motion:** Dan made the motion to limit the number of developments/project to two per meeting. This will give the presenters ample time to explain the proposals.

**Seconded:** Andy seconded the motion.

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

**7. Adjourn: 8:06 pm**

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

**Seconded:** Dan seconded the motion.

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

Respectfully Submitted,  
Paulette Malo,  
Operations Director