



# *Town Of Pembroke* *Sewer Commission*

## **MONTHLY SEWER COMMISSION MEETING**

**DATE:** April 16, 2018    **TIME:** 7:00 P.M.    **PLACE:** 4 Union St.

**1. Meeting Called to Order: 7:03 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: a. Keach & Nordstrom 354-356 Pembroke St:** They did not show for the meeting.

**b. Ayn Whytemare 439 Pembroke St:** Ms. Whytemare came in to discuss using 2 existing bedrooms to convert into an accessory dwelling unit with eliminating one of the two bedrooms for this conversion. The main home would have 3 bedrooms and the ADU would be a single bedroom. This would convert the property from a 5 bedroom home to a 4 total bedrooms. She also explained that she would like to have a commercial green house that would be 20 x 30 on the front lawn.

A discussion took place about the conversion and green house.

**Motion:** Andy made the motion to accept the conversion as presented, a fee of \$2,216.53 will need to be paid to this department prior to the CO being issued.

**Seconded:** Dan seconded the motion.

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

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

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

**c. Review and Initial Late Notice Register:** The late register was reviewed and initialed.

**d. 440 Deerpath Lane:** Paulette explained that this property has been billed as a flat user since May 1998. It appears that the meter stopped working after May 1997. The property was charged 20,000 gallons per quarter for the billings of August 1997, November 1997 and February 1998.

The current property owner purchased the property April 2, 2004. The bills were sent to Bow then Concord as the billing address changed for the property owner. The bills started being sent to 440 Deerpath Lane March 23, 2017 when Ms. Manter moved there. These bills were paid without question until March 5, 2018. Ms. Manter called and asked how she could reduce the bill for sewage. I explained to Ms. Manter that she could install a meter on the well and then we would use the readings for the billing.

Ms. Manter called on March 9, 2018 stating that she already had a meter on the well and wanted to know why we were not reading it. I explained to her that we didn't know about it and that I would be right up to look and take a reading. The meter outside read 1738600 and the meter in the basement read 1283200. A second reading was done on March 22, 2018 for the outside meter only the reading was 1739900. This shows that there was some usage being detected through the meter at this time.

**Motion:** Andy made the motion to use the reading from now on as long as they appear to be accurate and to abate the late penalty if the current bill is paid within a 2 week time frame.

**Seconded:** Dan seconded the motion.

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

**e. Correspondence: Sewer Use Ordinance Reporting:**

**Motion:** Dan made the motion to send a copy of the Sewer Use Ordinance as available on the website.

**Seconded:** Andy seconded the motion.

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

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

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

**Seconded:** Dan seconded the motion.

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

**6. Any New Business:** A discussion took place about adding a second garage door when the Town replaces the existing door. With the added garage door the equipment could be stored without moving other equipment around.

**Motion:** Dan made the motion authorize the addition of the second garage door.

**Seconded:** Andy seconded the motion.

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

**7. Adjourn: 8:01pm**

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

**Seconded:** Dan seconded the motion.

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

Respectfully Submitted,  
Paulette Malo,  
Operations Director

Accepted