



# *Town Of Pembroke* *Sewer Commission*

## **MONTHLY SEWER COMMISSION MEETING**

**DATE: November 19, 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. Mr. & Mrs. Jarvis 20 Broadway:** Robert and Marisa Jarvis came in at the request of the Pembroke Waterworks. Chris Culberson also was present for this meeting. Ms. Jarvis went through the history of the sewer problem that had started during the construction of Broadway in 2011. The Jarvis' had talked to the crew that was working on the road and they gave her the name and number of the person who was in charge.

However, there wasn't any more issues until 2017. In 2017 the sewer line started to back up, they used several gallons of drain cleaner poured directly in to the main sewer line in their basement. In September 2018 they were totally backed up where the toilets were overflowing as well as the water coming up into the shower. Once again they put approximately 8 gallons of drain cleaner down the main line in the basement. The Jarvis' found that if they were frugal with the use of water they could get by, but any excess water into the drain and they would back up.

Around October 15, 2018, Mr. Jarvis came into the sewer office asking what portion of the pipe was their responsibility. Paulette explained to Mr. Jarvis that they were responsible from the house to the main. The Town is only responsible for the main lines and manholes for the sewer collection system. Mr Rooter dug up the road on October 31, 2018 to fix the problem that was about midway across the road (Around the double yellow line). This was a cost of \$17,700.00.

Mr. Culberson asked why this blockage wasn't discussed with Waterworks prior to the digging. Waterworks could have done this repair for less money than what the Jarvis paid.

Paulette explained that she followed all protocols for any repairs that aren't a Town's main. Paulette also stated that when they uncovered the broken pipe she called Matt from Waterworks to come down and take a look at the problem.

Dan stated that Paulette followed protocol and did not do anything other than what is the normal response when a property owner has a blockage.

A discussion took place with Mr. & Mrs. Jarvis, Chris Culberson and the Commissioners.

Mr. Culberson stated that this will need to be brought up at the Waterworks' meeting to determine the next steps they will need to do.

**4. Old Business: a. Any Old Business: Finalize the 2019 Budget:** A discussion took place on the budget and what the sewer fees would be for 2019.

**Motion:** Dan made the motion to approve the bottom line for \$1,061,127.00

**Seconded:** Andy seconded the motion.

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

**Motion:** Dan made the motion raise all per unit fees 12.5% with residential to be \$45.00 per quarter, Residential/Commercial \$57.00 per quarter and Commercial/Industrial \$63.00 per quarter effective with the first billing in February 2019.

**Seconded:** Andy seconded the motion.

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

**b. Pay and Classification Study:** The commissioners reviewed the study and noted the pay was adequate at this time for sewer employees.

**c. Wright Pierce Engineering Firm:** Dan forwarded the letter from Allentown Sewer Commission to them. We have not received a response from them as of this meeting.

**Motion:** Dan made the motion to have Harold sign the contract from Wright Pierce if it comes in before the next meeting so there will not be a delay.

**Seconded:** Andy seconded the motion.

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

**5. New Business: a. Sign Warrant 4 Zone 2:** The warrant was reviewed and signed.

**b. Review and Sign Manifest:** The manifest was reviewed and signed

**c. Review and Sign Late Notice:** Late Notice was reviewed and signed

**d. Review and Sign Longevity Pay:**

**Motion:** Dan made the motion to have Harold sign the Longevity pay for Paulette Malo as budgeted for 2018.

**Seconded:** Andy seconded the motion.

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

**e. Abatement 12 Pine St:** Paulette read the request for the abatement of the late penalty.

A discussion took place about the account.

**Motion:** Andy made the motion to abate the \$30.00 late penalty as a one-time abatement and remind the property owner of when the bills are sent out.

**Seconded:** Dan seconded the motion.

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

**f. Abatement 412 Grandview Rd:** Paulette read the request for the abatement of the late penalty.

A discussion took place about the account.

**Motion:** Andy made the motion to abate the \$30.00 late penalty as a one-time abatement and remind the property owner of when the bills are sent out.

**Seconded:** Dan seconded the motion.

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

**g. Abatement 1 Howard St:** Paulette read the request for the abatement of the late penalty.

A discussion took place about the account.

**Motion:** Andy made the motion to abate the \$30.00 late penalty as a one-time abatement and remind the property owner of when the bills are sent out.

**Seconded:** Dan seconded the motion.

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

**h. Correspondence:** Correspondence was reviewed, the letter received from Allenstown Commission was reviewed.

**i. Accept minutes of October 15, 2018**

**Motion:** Andy made the motion to accept the minutes of October 15, 2018 as written.

**Seconded:** Dan seconded the motion.

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

**6. Any New Business:** The meeting with the Budget Committee will be December 13, 2018 at 6:30 pm. Harold and Paulette will present the budget.

**7. Adjourn: 8:33 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