



# *Town Of Pembroke* *Sewer Commission*

## **MONTHLY SEWER COMMISSION MEETING**

**DATE: December 17, 2019    TIME: 7:00 P.M.    PLACE: 4 Union St.**

**I. Meeting Called to Order: 7:05 pm**

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

**II. Citizen's Comments:** NONE

**III. Scheduled Meetings: Trustee of the Trust Funds:** Paulette stated that she received an e-mail from the Trustees that they would not be able to make tonight's meeting and would like to reschedule to the meeting of January 20, 2020

**IV. Old Business: 2020 Budget: Comments from Budget Committee** Harold explained that they did ask what the \$400,000.00 that was added to the budget, the explanation was that this was to purchase 150,000 gallons per day from Allenstown under the new Inter-Municipal Agreement.

**V. Any Old Business:**

**VI. New Business: a. Review and Sign Manifest:** Manifest was reviewed and signed

**b. Review and Sign Warrant 4 Zone 3:** The Warrant was reviewed and signed.

**c. Abatement: 24 Melissa Dr.** Paulette read the abatement request. The account was reviewed.

**Motion:** Andy made the motion to approve the abatement for late penalty for 24 Melissa Dr.

**Seconded:** Dan seconded the motion.

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

**d. Correspondence:** Correspondences were reviewed.

**e. Accept minutes of November 18, 2019:**

**Motion:** Dan made the motion to accept the minutes of November 18, 2019 as written

**Seconded:** Andy seconded the motion.

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

**f. Possible Position:** Paulette gave the commissioners a copy of the job description for the sewer secretary position.

**Motion:** Andy made the motion to approve the job description as presented.

**Seconded:** Dan seconded the motion.

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

**VII. Any New Business:** a. SoftTelPay & eBilling: Paulette explained that the sewer bills can be on line for customers to see and pay their sewer bills. There are 2 options

Option 1) SOFTtelPay only: Customers may pay their bills and see/hear basic account information 24/7 online or via toll-free automated phone call using debit/credit card. We may import the SOFTtelPay payments anytime and we would receive daily emails (when applicable) with the total ACH amount deposited into our bank account. This is the free option.

Option 2) The optional ebilling (bill presentment) solution allows customers to register to view bills online, view payment and billing history and opt out of mailed bills. The cost to set up is \$100.00 and the monthly fee is \$10.00.

Paulette explained that should customers opt out of receiving bills through the mail the Commission could see a savings in postage and cost of the bills.

A discussion took place about this billing/payment program.

**Motion:** Andy made the motion to approve Interdata SOFTtelPay and eBilling and to authorize Harold to sign the proposal for the commission..

**Seconded:** Dan seconded the motion.

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

**b. Transfer of funds to NHPDIP in the amount of \$150,000.00**

**Motion:** Dan made the motion to have Harold sign the letter to the Treasurer for the fund transfer of \$150,000.00.

**Seconded:** Andy seconded the motion.

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

**VIII. Adjourn: 7:30pm**

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

**Seconded:** Dan seconded the motion.

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

Respectfully Submitted,  
Paulette Malo,  
Operations Director