



Town Of Pembroke Sewer Commission

MONTHLY SEWER COMMISSION MEETING

DATE: January 20, 2020 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, Paulette Malo, Operations Director, Gerard Fleury, Chairman, Trustee of Trust Funds, Courtney Eschbach, Trustee of Trust Funds and Sharon Wickens, Trustee of Trust Funds
Unavailable: Commissioner Daniel Driscoll,

II. Citizen's Comments: NONE

a. Scheduled Meetings: Joint Meeting with Trustees of the Trust Funds to Establish New Trust Agreements: Paulette stated that the Trustees were here to sign the new Trust Agreements with the Commissioners.

Mr. Fleury stated to the other Trustees that the Sewer Commissioners worked hard to create a policy for the Trust Funds. The new policy that had been adopted back in November 2019 now has a maximum amount to be held in the various Trust Funds.

Paulette read into the minutes each Trust Fund account, purpose and the target level not to exceed prior to the Commissioners and Trustees signing each document.

Capital Improvement Capital Reserve: Purpose: To accumulate funds from operations, special fees, or other revenue as may be available, to a target level of \$500,000.00. This revenue may be drawn upon by vote of the Sewer Commissioners as an agenda item at a duly posted public meeting of the Commission for the purpose of New Infrastructure to existing system, etc.

Sewer Repair/Replacement Capital Reserve: Purpose: To accumulate funds from operations, special fees, or other revenue as may be available, to a target level of \$100,000.00. This revenue may be drawn upon by vote of the Sewer Commissioners as an agenda item at a duly posted public meeting of the Commission for the purpose of repair or replacement of existing collection system equipment, pump stations and sewer lines.

Sewer Equipment Capital Reserve: Purpose: To accumulate funds from operations, special fees, or other revenue as may be available, to a target level of \$100,000.00. This revenue may be drawn upon by vote of the Sewer Commissioners as an agenda item at a duly posted public meeting of the Commission for the purpose of purchase/repair of vehicles and attachments, plus items such as lift gates, camera systems, alarm systems, computers and phones.

Administrative Operations Facility Capital Reserve: Purpose: To accumulate funds from operations, special fees, or other revenue as may be available, to a target level of \$700,000.00. This revenue may be drawn upon by vote of the Sewer Commissioners as an agenda item at a duly posted public meeting of the Commission for the purpose of property acquisition, for construction and maintenance of office space w/meeting rooms, garages and protective space for storage.

Harold and Andy thanked the Trustees for taking the time to come to our meeting so the agreements could be finalized. The Trustees left at about 8:25 pm.

b. Transfer Funds from Repair/Replacement Reserve per Trust Agreement: Paulette explained that the Sewer Repair/Replacement Capital Reserve has a target level of \$100,000.00, currently this account has approximately \$134,505.00 as of 12/19/2019 meaning a minimum of \$35,000.00 should be moved at this time.

A discussion took place on how much should be moved and where the funds should go.

Motion: Andy made the motion to approve the withdrawal of \$40,000.00 and to place this amount in the Administrative Operations Facility Capital Reserve.

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

c. Transfer Funds from Sewer Equipment Reserve per Trust Agreement: Paulette explained that the Sewer Equipment Capital Reserve had a target level of \$100,000.00, currently this account has approximately \$114,205.00 as of 12/19/2019 meaning a minimum of \$15,000.00 should be moved at this time.

A discussion took place on how much should be moved and where the funds should go.

Motion: Andy made the motion to approve the withdrawal of \$25,000.00 and to place this amount in the Administrative Operations Facility Capital Reserve.

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

d. Closeout Sewer Plant Reserve Account: Paulette explained that this account was previously decided that it was not needed due to any improvement at the Treatment Plant would be part of the yearly budget. Approximately \$34, 986.00 is in this account as of 12/19/2019.

A discussion took place on where the funds should go.

Motion: Andy made the motion to approve the closure of the Sewer Plant Reserve Account and to place all of these funds in the Administrative Operations Facility Capital Reserve.

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

e. Open New Trust Reserve Account: Administrative Operations Facility:

Motion: Andy made the motion to open the Administrative Operations Facility Capital Reserve as stated in the Trust Agreement.

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

Paulette explained that the Sewer Capital Improvement Reserve has a target level of \$500,000.00, currently this account has approximately \$241,570.00 as of 12/19/2019 meaning none of these funds need to be moved at this time.

IV. Old Business: Sewer Secretary Position: Paulette explained that this position is posted on the Town's website, Granite State Rural Water Association's website and weekly e-mails and on line with the Concord Monitor which post all jobs with 4 different on-line sites such as Indeed.

V. Any Old Business: Paulette explained that she is working with Veteran Technology and SoftWater to have the sewer bills available on line with the February billing of 2020

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

b. Review and Sign Late Account Register for Zone 2 and Zone 3: The Late Account Register was reviewed and signed.

c. Review and Sign Adjustment Journal Tax Collector Fees: The Adjustment Journal for the Tax Collector fees were reviewed and signed

d. Abatement: 236 Pembroke Hill Rd. Paulette read the abatement request. The account was reviewed.

Motion: Andy made the motion to approve the abatement for late penalty for 236 Pembroke Hill Rd. as requested.

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

Abatement: 376 Third Range Rd. Paulette read the abatement request. The account was reviewed.

Motion: Andy made the motion to approve the abatement for late penalty for 376 Third Range Rd. as requested.

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

e. Correspondence: Correspondences were reviewed.

f. Town Report Letter to be Submitted:

Motion: Andy made the motion to approve the Town Report Letter and Budget as presented.

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

g. Accept minutes of December 17, 2019:

Motion: Andy made the motion to accept the minutes of December 17, 2019 as written

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

VII. Any New Business: 213 Center Rd. Paulette explained that the new property owner was requesting to have an ADU. This house was built as a 2 family but was never granted occupancy for the second unit. 213 Center Rd was part of the 100 plus acres that Mr. Poirier owned. Most of this parcel is now conservation land. Prior to this subdivision of 210 Center Rd a single family home was torn down and never rebuilt. As part of the subdivision there isn't any room to rebuild the single family home that was on this property. Mr. Poirier did continue to pay the quarterly fees through October 2019.

Motion: Andy made the motion to approve the ADU for 213 Center Rd as requested and the owner will pay any fees that are due.

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

VIII. Adjourn: 8:00pm

Motion: Andy made the motion to adjourn

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

Respectfully Submitted,
Paulette Malo,
Operations Director