



Town Of Pembroke Sewer Commission

MONTHLY SEWER COMMISSION MEETING

DATE: April 19, 2021 TIME: 7:00 P.M. PLACE: 4 Union St.

I. Meeting Called to Order: 7:00 pm

Attendance: Commissioner Harold Thompson, Commissioner S. Daniel Mattingly,
Commissioner Jules (Andy) Pellerin, Paulette Malo, Operations Director
Unavailable:

II. Citizen's Comments: None

III. Scheduled Meetings: None

IV. Old Business: a. IMA Update: Paulette explained that she has received an email from Allenstown about their discharge permit and the issues with it and that she did forward this information to the attorney and engineers.

A discussion took place about the discharge permit and the response from Attorney Upton. The Commissioners will wait to hear more about this situation.

b. Correspondence from Underwood Engineers: The Commissioners reviewed the correspondence from Underwood. No action was taken at this time.

V. Any Old Business: DOT Resurfacing of Academy Rd & Main St: Paulette explained that this project is scheduled for this summer. She stated that in reviewing the latest document from the State, both of these roads will be a mill & fill and no structures will need to be raised.

Trust Funds: Paulette explained that she did email the Town Auditor, Tammy Webb about suspending the Trust Funds. Paulette also printed the RSA's that went with the Trust Funds.

The Commissioners will wait a couple of months and review again to see if they should suspend the accounts. .

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

b. Review and Sign Late Notice Registers: The Late Notices (both zones) were reviewed and signed

c. Correspondence: Correspondences were reviewed.

d. Accept minutes of February 15, 2021:

Motion: Harold made the motion to accept the minutes as written

Seconded: Andy seconded the motion.

Vote: 2 in favor Dan abstained, motion passed

Accept minutes of March 15, 2021:

Motion: Harold made the motion to accept the minutes as written

Seconded: Dan seconded the motion.

Vote: 2 in favor Andy abstained, motion passed

VII. Any New Business: a. Meeting with Sue Scofield, Financial Adviser: Paulette reviewed what was discussed at this meeting with Sue. The cost of the credit cards that are processed through Heartland will be going up significantly in the near future. These cost have been going up over the past year. A discussion took place about the cost to continue with Heartland or have all credit/debit card payments be processed through SoftTelPay website. The users can still mail their payment to the office or pay in person by cash or check

Motion: Andy made the motion that; Effective August 1, 2021 SOFTtelPAY will be the sewer department's electronic payment vendor. The Commission will still accept checks by mail or in person as well as cash in person.

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

b. Appoint Chairman for the year: Motion: Andy made the motion for Harold to be the Chairman

Seconded: Dan seconded the motion.

Vote: All in favor, motion passed

VIII: Non-Public Session: None

IX. Adjourn: 8:12 pm

Motion: Andy made the motion to adjourn

Seconded: Harold seconded the motion.

Vote: All in favor, motion passed

Respectfully Submitted,
Paulette Malo,
Operations Director