



Town Of Pembroke Sewer Commission

MONTHLY SEWER COMMISSION MEETING

DATE: January 18, 2022 TIME: 7:00 P.M. PLACE: 4 Union St.

I. Meeting Called to Order: 7:03pm

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

II. Citizen's Comments: None

III. Scheduled Meetings: Michael Theriault, Wright-Pierce engineering came in to talk about Pembroke being Co-Permittees with Allentown Treatment Facility discharge permit. Mike explained what Pembroke will need to accomplish within the next 6 months as the initial maintenance plan. The second part will need to be done within 30 months. As of March of 2023 Pembroke will need to submit a yearly update of the maintenance plan to DES and EPA. The only place that might need to be tested would be the car wash currently. Mike said that the Sewer Use Ordinance could be updated to include the cost of testing to the user. Mike explained the proposal to help work on the Operation/Maintenance Plan of a cost not to exceed \$49,000.00

Motion: Andy made the motion to accept the proposal for the Operation/Maintenance Plan from Wright-Pierce for up to \$49,000.00.

Seconded: Dan seconded the motion.

Vote: All in favor motion passed

A discussion took place about the new IMA. Mike stated that the new flows should be included with the cost in the IMA now that the permit issues have been resolved.

Action Item: Paulette will send out an e-mail to have a meeting with Mike and the Attorney to see if any other changes would be need in the IMA.

IV. Old Business: a. Update on Generator: No new update on the install of the new generator.

b. Update on Mission Up-Grade: The up-grade has been completed.

V. Any Old Business: Underwood Engineering Study Status: Paulette explained that she received an e-mail from David Mercier about the study and asking if the Commissioners would like to meet to have a discussion. The Commissioners would like to set up the meeting with David at the next meeting of February 22, 2022 at 7pm.

Action Item: Paulette will invite David to the next meeting.

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

b. Review and Sign Late Notice: The Late Notice was reviewed and signed

c. Review and Sign Adjustment Journal Tax Collector Fees: The Adjustment Journal Tax Collector Fees was reviewed and signed.

d. Abatement 77 Broadway: Paulette explained that this was a billing error where the deduct meter did not calculate as it should have. The Commissioners reviewed the account.

Motion: Andy made the motion to abate the account the \$77.37 for the deduct meter.

Seconded: Dan seconded the motion.

Vote: All in favor motion passed

e. Correspondence: Correspondences were reviewed.

f. Accept minutes of December 13, 2021:

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

Seconded: Dan seconded the motion.

Vote: All in favor motion passed,

g. Accept minutes of December 13, 2021 Non-Public:

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

Seconded: Dan seconded the motion.

Vote: All in favor motion passed,

VII. Any New Business:

a. **Sewer Commission Report & Budget for Town Report:** The Commissioners report for the Town Report was reviewed and accepted with the budget as approved in December 2021.

b. **Trust Funds:** Paulette gave the Commissioners a copy of the current Trust Funds and the amount in each. She explained that all of these funds are losing money, a total of \$480.59 was lost out of these accounts in 2021.

A discussion took place about the interest at the PDIP and currently at Merrimack County Savings. Commissioners will look at the Trust Funds again at the February meeting and make decisions as needed.

VIII: Non-Public Session as Needed: None needed

IX. Adjourn: 8:07 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