



Town Of Pembroke Sewer Commission

MONTHLY SEWER COMMISSION MEETING

DATE: November 21, 2016 TIME: 7:00 P.M. PLACE: 4 Union St.

1. **Meeting Called to Order: 7:00 pm**
Attendance: Commissioner Harold Thompson, Commissioner Jules (Andy) Pellerin, Paulette Malo, Operations Director
Unavailable: Commissioner Daniel Driscoll, Pete Boettcher, Boettcher Electric
2. **Citizen's Comments:** None
3. **Scheduled Meetings:** None
4. **Old Business: a. Any Old Business:** None

b. **Bow Lane Pump Station: Pay request #3 & Change Order #1:** The pay request and change order was reviewed and Harold signed for the board as chairman.
5. **New Business: a. Sign Manifest:** Bills were reviewed and the Manifest was signed.

b. **Sign Warrant 4 Zone 2 Billing:** Warrant was reviewed and signed.

c. **Sign Late Register for Warrant 3 Zone 3:** Late register was reviewed and initialed.

d. **Abatement 715 Riverwood Dr.:** Paulette explained the abatement request, the account was reviewed.
Motion: Andy made the motion to accept the abatement for the \$30.00 late penalty.

Seconded: Harold seconded
Vote: 2 in favor, motion passed

- e. **Correspondence:** Correspondences were reviewed.

The commission will meet with the Budget Committee on December 8, 2016 at 6:30 pm. The Commissioners tabled the discussion about Engineers until the December meeting. Paulette explained that there was a possibility of a salon going in at 107 Sheep Davis Rd. This was the only project that came before the TRC this month.

- f. **Accept minutes of October 17, 2016:**

Motion: Andy made the motion to accept the minutes of October 17, 2016 as written

Seconded: Harold seconded

Vote: 2 in favor, motion passed

6. **Any New Business: a. Finalize 2017 Budget:** The budget was reviewed and adjustments were made.

Motion: Andy made the motion to accept the bottom line of the 2017 budget as \$1,057,783.

Seconded: Harold seconded

Vote: 2 in favor, motion passed

- b. **Department Personnel:** A discussion took place about how the Commissioners were going to move forward with the department with an employee leaving due to medical reasons.

Motion: Andy made the motion to hire Elizabeth St. Germain, as a temporary part-time employee to work in the office to help with the segregation of duties at a rate of \$20.00 per hour for not more than 10 hours a week. Start date of December 1, 2016

Seconded: Harold seconded

Vote: 2 in favor, motion passed

- c. **Longevity Bonus:** A discussion took place about the longevity bonuses for the two employees.

Motion: Andy made the motion to give the longevity bonus as follows; Paulette Malo for \$500.00 and Gordon Bilodeau for \$300.00 and to have Harold sign the letter to finance for this purpose.

Seconded: Harold seconded

Vote: 2 in favor, motion passed

Harold signed the letter to finance for the longevity bonuses.

- d. **Sick Pay:** A discussion took place about the amount of sick pay on the books for Henry Malo.
Motion: Andy made the motion to pay Henry Malo 45.75 hours of sick pay that remained on the books. Henry left due to medical disability.
Seconded: Harold seconded
Vote: 2 in favor, motion passed

7. **Adjourn: 7:47 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

Harold Thompson

Daniel Driscoll

Jules (Andy) Pellerin