



Town Of Pembroke *Sewer Commission*

MONTHLY SEWER COMMISSION MEETING

DATE: December 19, 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, Commissioner Daniel Driscoll, Pete Boettcher, Boettcher Electric Paulette Malo, Operations Director
Unavailable:
2. **Citizen's Comments:** None
3. **Scheduled Meetings:** None
4. **Old Business: a. Any Old Business:** 434 Pembroke St: Paulette received an e-mail from Everett Hodge, Code Enforcement Officer stating that he did an inspection of the property on 11/22/16. "The property is a 3 unit rental with 7 bedrooms. All of the extra kitchens have been removed....cabinets, sinks, and appliances. The owner's unit is "A" with 3 bedrooms, Unit "B" has 3 bedrooms and unit "C" has 1 bedroom."
Action Item: Paulette will change the number of units from 6 to 3 as of January 1, 2017 for billing.

b. Bow Lane Pump Station: Pay request #4: The pay request 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 3 Billing: Warrant was reviewed and signed.

- c. **Sign Late Register for Warrant 4 Zone 2:** Late register was reviewed and initialed.
- d. **Abatement 383 Rowe Ave.:** Paulette explained the abatement request, the account was reviewed. The commission understands that the request is due to the construction of sidewalks that the Town constructed, however.
Motion: Andy made the motion to **deny** the abatement for water used for the following reasons: 1, request is against the Sewer Use Ordinance: "No abatements shall be granted for watering lawn."
Seconded: Dan seconded
Vote: 3 in favor, motion passed
- e. **Abatement 510 Pembroke St.:** Paulette explained the abatement request, the account was reviewed.
Motion: Andy made the motion to **deny** the abatement for \$30.00 late penalty for the following reasons: 1, the commission is not responsible for the delivery of the bills once mailed.
Seconded: Dan seconded
Vote: 3 in favor, motion passed
- f. **Correspondence:** Correspondences were reviewed.
Odd Ball Brewing: Paulette was copied on an e-mail from Everett Hodge to Odd Ball Brewing dated 12/13/2016 in regards to increasing the seating for the purpose of serving pints in the taproom. The State has requirements that need to be met for the updated license.
Action Item: Paulette will get the number from Dan for the person in Concord that deals with micro-brewers.
- 510 Pembroke St:** Paulette received an e-mail dated 11/23/2016 from Everett Hodge about the new property owner moving into the office space formally occupied by the Chiropractor. The new property owner wants the property list as a multifamily. A discussion took place as to what would need to be done prior to the property being change to a multifamily.
Action Item: No changes will be made to the sewer billing for this property at this time.
- g. **Accept minutes of November 21, 2016:**
Motion: Andy made the motion to accept the minutes of November 21, 2016 as written
Seconded: Harold seconded
Vote: 2 in favor, 1 abstained, motion passed

h. Set Sewer Rate for 2017

Motion: Andy made the motion to keep all sewer rates the same as 2016 at this time

Seconded: Dan seconded

Vote: 3 in favor, motion passed

- 6. Any New Business: a. Department Personnel:** A discussion took place about how the Commissioners were going to move forward with the department. No final decisions have been made at this time.

- b. Vacation Time:** A discussion took place about vacation time that needs to be used before the year end.

Motion: Andy made the motion to allow 30 hours to be used the first week in January due to circumstances in the department for Paulette Malo from the accrued vacation of 2016, and to have Harold sign the letter to the Finance Department.

Seconded: Dan seconded

Vote: 3 in favor, motion passed

Harold signed the letter to finance for the vacation time.

7. Adjourn: 8:55 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**