



# *Town Of Pembroke* *Sewer Commission*

## **MONTHLY SEWER COMMISSION MEETING**

**DATE: June 20, 2016    TIME: 7:00 P.M.    PLACE: 4 Union St.**

1. **Meeting Called to Order: 7:01 pm**  
**Attendance:** Commissioner Harold Thompson, Commissioner Jules (Andy) Pellerin, Commissioner Daniel Driscoll, Paulette Malo, Operations Director, Henry Malo  
**Unavailable:** Pete Boettcher
2. **Citizen's Comments:** None
3. **Scheduled Meetings:** None
4. **Old Business:** a. **Any Old Business:** None
  - b. **Bow Lane Pump Station:** This project is out to bid, the bid opening will be July 19<sup>th</sup> at 1 pm.
  - c. **2016 Updated Budget from Allenstown:** Paulette explained that she received an e-mail from Andrea stating that she miss calculated the flow amounts for the budget. Andrea sent new invoices for the amount due for previous months and the new amount for the coming year.
  - d. **375 Perley Ave Cost from Merrill Construction:** Paulette explained that she received the invoice from the Town's engineer. After reviewing the cost there were several items that were incorrect such as the size of the pipe and the equipment that was on sight. Paulette informed the engineer and is waiting for a new cost for the work that was done.

5. **New Business:**
- a. **Sign Manifest:** Bills were reviewed and the Manifest was signed.
  - b. **Sign Warrant 2 Zone 3:** Warrant was reviewed and signed
  - c. **Sign Late notice Register:** Warrant 2 Zone 2 Late register was initialed.
  - d. **Abatement 508 Jacks Dr.:** Paulette explained that this was due to an incorrect reading.  
**Motion:** Andy made the motion to abate 508 Jacks Dr. \$348.13 sewer and \$30.00 late penalty  
**Seconded:** Dan seconded  
**Vote:** 3 in favor, motion passed
  - e. **Abatement 210 Academy Rd.:** Paulette explained the request, the account was reviewed.  
**Motion:** Dan made the motion to abate 210 Academy Rd \$30.00 late penalty  
**Seconded:** Andy seconded  
**Vote:** 3 in favor, motion passed
  - f. **Abatement 230 Academy Rd.:** Paulette explained the request, the account was reviewed.  
**Motion:** Harold made the motion to abate 24 Sherwood Meadows \$30.00 late penalty  
**Seconded:** Andy seconded  
**Vote:** 3 in favor, motion passed
  - g. **Correspondence:** Commissioners reviewed correspondences
  - h. **Any New Business: Joint Loss Management Policy:** The policy was reviewed by the Commissioners.  
**Motion:** Dan made the motion adopt the JLM Policy  
**Seconded:** Andy seconded  
**Vote:** 3 in favor, motion passed  
Paulette explained that the Code Enforcement Officer issued a CO without a sign off sheet for Family Physicians on Pembroke St. On the building permit it showed that they would have to pay additional fees prior to the CO.  
A discussion took place on how to deal with getting the payment from Family Physicians
  - i. **Accept minutes of May 16, 2015:**  
**Motion:** Dan made the motion to accept the minutes as written  
**Seconded:** Andy seconded  
**Vote:** 3 in favor, motion passed

6. **NON PUBLIC SESSION: per RSA:91A:3II(a) The dismissal, promotion, or compensation of any public employee, or the investigation of any charges against him or her, unless the employee affected requests that the meeting be open, in which case the request shall be granted.**

**Motion:** Andy made the motion to enter into nonpublic in accordance to RSA: 91A:3II (a) at 7:35 pm.

**Seconded:** Harold seconded

**Vote:** 3 in favor, motion passed

**Motion:** Dan made the motion to come out of the nonpublic session at 7:48 pm

**Seconded:** Andy seconded

**Vote:** 3 in favor, motion passed

**Motion:** Andy made the motion to have Harold sign the letter to finance for the pay raise in the amount of 2.5% for the employee with an effective date of June 26, 2016

**Seconded:** Dan seconded

**Vote:** 3 in favor, motion passed

7. **Adjourn: 7:54 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**