



Town Of Pembroke *Sewer Commission*

MONTHLY SEWER COMMISSION MEETING

DATE: July 15, 2019 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, Paulette Malo, Operations Director
Unavailable:

2. Citizen's Comments: NONE

3. Scheduled Meetings: a. Gerard Fleury, Trustee: Mr. Fleury came in at the request of the commissioners for an explanation as to how a Capital Trust Account could be set up for the purpose of obtaining an office building with the necessary garage and meeting space that the Sewer Commission would need in the near future.

Mr. Fleury explained that he is only one of three Trustees for the Town, these are only his recommendations not the full Board of Trustees. The Trustees or Commissioners at the time of any Capital Reserve Account being setup could ask more questions at that time.

The recommended action that the sewer commission may want to follow (a copy is attached to the original minutes). 1. Create a written Project Plan, 2. Develop written details in support of the plan, 3. Establish a funding mechanism to support the Plan, 4. Introduce the concept in step 3 to the Town's CIP committee, 5. Create and formally adopt a Capital Reserve Funding Policy, 6. Consider a combination of Capital reserve funds as seed money and a bond to be approved by a Town Meeting Warrant Article, 7. Plan to carry out this project over several years, 8. Create a special committee and recruit citizen volunteers to staff it to assist the commission in its objective.

The Commissioners ask about setting up the Capital reserve and the wording that would satisfy the Trustees in the future for the expenditures that the commission would need to access.

A discussion took place on the different ways to setup the reserve accounts.

Mr. Fleury handed out copies of the possible wording for this type of Capital Reserve (a copy is attached to the original minutes).

Dan asked if money can be transferred between Trust Funds. Mr. Fleury said yes, as long as you can say the amount is over the amount needed for that account. Mr. Fleury also recommends that a Policy Statement for trust fund accounts be revised every 3-5 years and adjusted as needed.

Paulette stated that all items for 2020 CIP were supposed to be received by David on or before July 5th. Therefore, the Commission would not be able to submit this year. Mr. Fleury stated that if the Commissioners had the project to him before the beginning of August he would see that it would be presented to the CIP Committee.

The Commissioners thanked Mr. Fleury for his time to help them through the process.

4. Old Business: None

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

b. Review and Sign Late Register Zone 2: Late Register was reviewed and signed

c. Abatement: 231 Belknap Dr. Paulette read the request, the payment history was reviewed.

Motion: Andy made the motion to approve the abatement for \$30.00 as a onetime abatement.

Seconded: Dan seconded the motion.

Vote: 3 in favor, motion passed

d. Cutting of Easement: Paulette explained that she was checking on the cross country easement and found it very difficult to get the truck through with all the growth since last fall. She contacted Advance Excavation for a price to go and clear the area to the sewer structures. She received the proposal for \$125.00/hr. 4 hour minimum.

Dan asked Paulette how long she thought it would take and she believes that this would be 2-3 days with a cost of approximately \$3,000.00

Motion: Dan made the motion to accept the proposal from Advance Excavating for clearing the easement at \$125.00 per hour.

Seconded: Andy seconded the motion.

Vote: 3 in favor, motion passed

e. Correspondence: Correspondences were reviewed.

A discussion took place about the letter sent to Allentown and no response as of this date.

Action Item: Paulette will follow up with an e-mail and attach a copy of the letter dated 7/8/19 for Jeff Bachman to make sure he received the letter.

f. Accept minutes of May 28, 2019, June 17, 2019 and July 3, 2019:

Motion: Harold made the motion to accept the minutes of June 17, 2019 and July 3, 2019 as written

Seconded: Andy seconded the motion.

Vote: 3 in favor, motion passed

Motion: Harold made the motion to table the minutes of May 28, 2019

Seconded: Andy seconded the motion.

Vote: 3 in favor, motion passed

6. Any New Business: a. Transfer amount to Pool Account

Motion: Andy made the motion to have Harold sign the letter to the Treasurer to allow the transfer of \$50,000.00 to the NHPDIP account.

Seconded: Dan seconded the motion.

Vote: 3 in favor, motion passed

b. CIP: A discussion took place on the paperwork for CIP having an amount for the permanent home of the Sewer Commission. The Commissioners believe this cost could be as much as \$563,000.00(a copy of this form is attached to the original minutes).

Motion: Andy made the motion to forward the form for CIP for the permanent home for the Sewer Office/Equipment

Seconded: Dan seconded the motion.

Vote: 3 in favor, motion passed

7. Adjourn: 8:25 pm

Motion: Andy made the motion to adjourn

Seconded: Dan seconded the motion.

Vote: All in favor, motion passed

Respectfully Submitted,
Paulette Malo,
Operations Director