



Town Of Pembroke *Sewer Commission*

MONTHLY SEWER COMMISSION MEETING

DATE: August 19, 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. Robert MacCormack: Mr. MacCormack came in with his Attorney Charles Cleary to discuss the bond for the Lodges at Pembroke Pines. They explained that there wasn't any mention of this during the Planning Board meetings and that the sub-division rules state that the Planning Board are the entity that would ask for these bonds. They also stated that the amount of the bond is twice as much as the cost to build the sewer infrastructure. Attorney Cleary brought in copies of the State Statutes and the section of the subdivision regulation of the Town for the Commissioners to review. Mr. MacCormack explained that the Town nor Waterworks were requiring a bond for this project until a request for occupancy of any of the dwelling units. At that time any infrastructure that is not completed will require a bond or letter of credit to obtain an occupancy permit.

The Commissioners thanked Mr. MacCormack and Attorney Cleary for attending the meeting and will take their concerns under advisement.

The Commissioners reviewed the documentation that they were giving and had a lengthy discussion on how they were going to move forward and not set any precedence for future projects. Paulette explained that the engineer quoted the amount for the bond on this project.

Motion: Dan made the motion to require a letter of Credit or Bond for \$350,000, after completion of the sewer infrastructure and all testing is completed and passes half of the Bond will be released and a \$10,000 escrow account would also be needed to cover the cost of inspections by the engineer.

Seconded: Andy seconded the motion.

Vote: 3 in favor, motion passed

4. Old Business: CIP report: Paulette explained that Harold and she went to the CIP meeting to start the request for approximately \$600,000 for the purpose of having a proper building for the sewer Commission and not have to worry that the department would have to move. There will need to be something placed in the Town report from the Sewer Commission at the end of the year to inform the public.

The generators have been serviced and Paulette is waiting for the reports.

Ted Berry Co. did camera and clean 22089 lf of sewer lines for 2019. Paulette is waiting for the report.

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

b. Review and Sign Warrant 3 Zone 2: The warrant was reviewed and signed.

c. Review and Sign Late Register Zone 3: Late Register was reviewed and signed

d. Abatement: None

e. Trust Fund Policy: The Commissioners have decided to look at each Trust Reserve Account and to place limits on the amount to be held in each account if needed.

e. Correspondence: Correspondences were reviewed.

A discussion took place about the letter received from Allenstown. The letter stated that Pembroke does have a remaining balance of 25,283 gpd from the 98,000 gpd issued from DES. Paulette will confirm the amount needed from the Lodges at Pembroke Pines and make that request to Allenstown for approval after the Commissioners receive a commitment from Mr. MacCormack to pay the full connection fees for this project. The Commissioners calculated that amount to be \$385,912.80 for this project.

f. Accept minutes of May 28, 2019, and July 15, 2019:

Motion: Harold made the motion to accept the minutes of May 28, 2019 and July 15, 2019 as written

Seconded: Andy seconded the motion.

Vote: 3 in favor, motion passed

6. Any New Business: **a. Sewer Building Committee:** The Commissioners will work on a proposal for a committee to be established.

b. Merrimack County Savings Bank: Paulette explained that she along with Susan Dean-Jones (Town Treasurer) met with representative of the bank to understand the changes that were going into effect on August 20, 2019 with the ICM account. After a discussion with the bank representatives the Treasurer decided and Paulette agreed that the ICM account would become a sweep account. A sweep account means that money would automatically transfer from the checking account to the ICM account to collect interest. The Bank also has agreed not to charge the Sewer Commission the \$199.00 yearly fee for direct deposit.

7. Adjourn: 9:10 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