



Town Of Pembroke

Sewer Commission

MONTHLY SEWER COMMISSION MEETING

DATE: September 16, 2019 TIME: 7:00 P.M. PLACE: 4 Union St.

1. Meeting Called to Order: 7:03 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. Matt Upton: Attorney Upton will meet with the board at a later date.

Paulette explained that she and Harold met with David Mercier from Underwood Engineering about doing a flow assessment for Pembroke.

A discussion took place about the proposal from Underwood.

Motion: Andy made the motion to approve the contract with Underwood Engineering for the Flow Assessment Study and to have Harold sign the contract.

Seconded: Harold seconded the motion.

Vote: 2 in favor, 1 abstained motion passed

4. Old Business: a. Sewer Building Committee: A discussion took place about starting a Building Committee for the evaluation of the Sewer Commission having a permanent home for the department.

Motion: Andy made the motion to table the Building Committee until spring.

Seconded: Dan seconded the motion.

Vote: 3 in favor, motion passed

b. Trust Fund Policy: A discussion took place about the 4 different accounts currently held by the Trustees. The minimum amount and the maximum amount for each account as well as the purpose for each account was also discussed.

Capital Improvement: Minimum amount \$100,000.00 Maximum amount \$500,000.00

Purpose: New infrastructure Construction addition to existing system.

Repair/Replacement: Minimum amount \$50,000.00, Maximum amount \$100,000.00

Purpose: Repairs or replacement of existing collection system such as: Pumps, Gen Sets, Building maintenance of pump stations (doors, roof, and siding) sewer mains and manholes.

Plant Capital Reserve: Close account out not needed. All Capital expenditures for the Plant are included in the operating budget.

Equipment Reserve: Minimum amount \$35,000 maximum amount \$100,000.00

Purpose: For the purchase of Trucks, plows, lift gates, jetter, camera systems, computers, alarms systems and phone systems.

New Account:

Administrative Operations Facility: Minimum amount \$1,000.00 Maximum amount \$700,000.00

Purpose: For property acquisition, construction and maintenance of an Office building with meeting room as needed for the sewer department needs along with garage space necessary for the protection of sewer equipment. Any and all ground maintenance as well as building maintenance needed for the Administrative Facility.

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

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

c. Abatement: 36 Donna Dr. Paulette explained that this was a clerical error.

Motion: Andy made the motion to approve the abatement for \$30.00 penalty due to a clerical error.

Seconded: Dan seconded the motion.

Vote: 3 in favor, motion passed

d. Correspondence: Correspondences were reviewed.

e. Accept minutes of August 19, 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: Next meeting will be held on October 14, 2019 instead of October 21 due to a lack of a quorum for the 21st.

7. Adjourn: 8:15 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