



# *Town Of Pembroke* *Sewer Commission*

## **MONTHLY SEWER COMMISSION MEETING**

**DATE: March 16, 2020    TIME: 7:00 P.M.    PLACE: 4 Union St.**

**I. Meeting Called to Order: 7:05 pm**

**Attendance:** Commissioner Harold Thompson, Commissioner Jules (Andy) Pellerin,  
Paulette Malo, Operations Director  
**Unavailable:** Commissioner Daniel Driscoll,

**II. Citizen's Comments: NONE**

**III. Old Business: IMA Update:** Paulette explained that she sent an email to Jeff Backman at the Treatment Plant asking what the status of the IMA was. Jeff sent an email back stating that they might have to look for someone else to write the IMA.

Harold stated that he told Paulette to inform our Attorney Matt Upton. Matt will work with Wright-Pierce Engineering firm to put a draft IMA together. Pembroke has several projects on hold waiting for connection capacity to move forward.

**IV. Any Old Business:**

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

**b. Review and Sign Warrant 1 Zone 3:** Warrant 1 Zone 3 was reviewed and signed.

**c. Abatement:** NONE

**d. COLA:**

**Motion:** Andy made the motion to have Harold sign the letter to finance for a 2.8% COLA for Paulette and Elizabeth effective at the same time as other Town employees.

**Seconded:** Harold seconded the motion.

**Vote:** All in favor, Motion passed

**d. Correspondence:** Paulette handed the Commissioners copies of the study that Underwood Engineering has done.

**f. Accept minutes of January 20, 2020:**

**Motion:** Andy made the motion to accept the minutes as written

**Seconded:** Harold seconded the motion.

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

**Accept minutes of February 17, 2020:**

**Motion:** Andy made the motion to table the minutes of February 17, 2020 until April 20, 2020

**Seconded:** Harold seconded the motion.

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

**VI. Any New Business:** a. **Quick Books:** Paulette explained that with the new employee that will be starting soon it would be beneficial to have the Quick Book program on both computers so that it would work the same way as Soft Water does.

**Motion:** Andy made the motion to purchase a 3 user Quick Book program for the office

**Seconded:** Harold seconded the motion.

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

**b. Roads to Camera and Clean in 2020:** The list of roads; Peaslee Dr., Sherwood Meadows, Main St., Turnpike St., Kimball St., Church St., Millard St., Front St., Union St., Bridge St., Middle St., Exchange St., Appleton St., High St., Lindy St., Pine St., Simson Ave., Maple St., Pleasant St., Prospect St., Buck St., Glass St., Smith Ave., and Tina Dr. The total length of sewer main is approximately 5 miles. This is the last year in the contract with Ted Berry Co.

Paulette explained that there is a section of clay pipe on Pembroke Hill and she will be working on getting prices to line that section in the near future.

**c. Late Fees:** Paulette asked if the Commissioners would like to waive the late fees for the February and March billing with many people losing their jobs due to the Covid-19 situation.

**Motion:** Andy made the motion to waive late fees for the February and March 2020 billing.

**Seconded:** Harold seconded the motion.

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

**VII: Non-Public Session: 91-A: 3 II b-The hiring of any public employee**

**Motion:** Andy made the motion to go into Non-Public Session in accordance to 91-A: 3 II b-The hiring of any public employee at 7:25 pm

**Seconded:** Harold seconded the motion.

**Vote:** Andy- YES, Harold-YES

**Motion:** Andy made the motion to come out of Non-Public Session at 7:41 pm

**Seconded:** Harold seconded the motion.

**Vote:** Andy- YES, Harold-YES

**Motion:** Andy made the motion to hire Laura Alley at the rate of \$17.00 per hour 20 hours a week, start date to be determined due to Covid-19 situation.

**Seconded:** Harold seconded the motion.

**Vote:** Andy- YES, Harold-YES

**VIII. Adjourn: 7:42 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

Accepted

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