



# *Town Of Pembroke Sewer Commission*

## **MONTHLY SEWER COMMISSION MEETING**

**DATE: March 21, 2022    TIME: 7:00 P.M.    PLACE: 4 Union St.**

**I. Meeting Called to Order: 7:00 pm**

**Attendance:** Commissioner Harold Thompson, Commissioner Jules (Andy) Pellerin;  
Commissioner S. Daniel Mattingly, Paulette Malo, Operations Director, Corey Welcome,  
Operations Associate  
**Unavailable:**

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

**III. Scheduled Meetings:** None

**IV. Old Business: a. Update on Generator:** Nothing new to update on at this time, waiting to schedule a crane to remove and replace generators on cement pad.

**b. Update on IMA:** Paulette sent the Draft 9 with the new mark-ups to Jeff in Allenstown for review.

**V. Any Old Business: Trust Funds:** Paulette stated that the funds should be transferred sometime this week according to the e-mail from the Trustees.

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

**b. Review and Sign Warrant 1 Zone 2:** Warrant 1 Zone 3 was reviewed and signed.

**c. Abatement:** None

**d. Correspondence:** Correspondences were reviewed.

**e. Accept minutes of February 22, 2022:**

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

**Seconded:** Harold seconded the motion.

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

**VII. Any New Business:**

- a. **Letter to ZBA:** Paulette explained that the new owners of 10 Glass St were going to the ZBA for a Variance to turn an illegal existing residential dwelling unit on the first floor into a legal dwelling unit where no dwelling unit is permitted. And A Special Exception to allow a (4) unit multi-family building, where the building is a (3) unit multi-family and the owner seeks to make an existing 4<sup>th</sup> unit a legal unit. Paulette said that she ask the Code Enforcement Officer if he did any inspections of the property before he issued the demolition permit and Paul told her NO. Paulette also said that she did research at the Town Hall to see if there was any documentation of any permits for the property, the last permit was in 2005 for any work on the property. Paulette could not find any proof anywhere that sewer capacity was being used due to lack of documentation. In the pictures provided by the property owner you can see a toilet on the first floor but no shower or tub. At this time Paulette wrote to the ZBA that she could not approve the fourth unit at this time. Should the ZBA approve the Variance and Special Exception an application will need to be submitted to Allenstown Treatment Plant for approval for any additional capacity needed.

- b. **Letter to Finance for COLA:** Paulette explained that the letter was for the 1.3% COLA that was approved during the budget process.

**Motion:** Andy made the motion to have Harold sign the letter to finance for the COLA as budgeted for Paulette and Corey.

**Seconded:** Dan seconded the motion.

**Vote:** All in favor motion passed

- c. **New Treasurer:** Paulette explained that a new treasurer was elected so all paperwork that needed the treasurer's signature would need to be brought up to the Town Hall.

- d. **Election of Chairman: Motion:** Andy made the motion to appoint Harold as Chairman for the next 3 years.

**Seconded:** Dan seconded the motion.

**Vote:** All in favor motion passed

- e. **Mission Replacement Parts:** Corey explained that we had a problem with the RTU (radio transmitting unit) at Bow Lane Station. The unit has been fixed under warranty. The company (Mission) has suggested that we carry the 2 important boards that the mission unit needs to run the RTU and the circuit board. Each of these parts cost \$250.00 for a total of \$500.00.

A discussion took place about these parts.

**Motion:** Andy made the motion to purchase the parts to have on hand as long as they are compatible with all the units..

**Seconded:** Dan seconded the motion.

**Vote:** All in favor motion passed

**VIII: Non-Public Session as Needed:** None needed

**IX. Adjourn: 7:27 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