



# *Town Of Pembroke* *Sewer Commission*

## **MONTHLY SEWER COMMISSION MEETING**

**DATE: October 17, 2016    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, Pete Boettcher, Boettcher Electric

**Unavailable:**

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

**3. Scheduled Meetings: a.** Steve Cummings, Engineer: Conceptual Plan Whittemore Rd. Steve explained that this conceptual is for 33 residential housing units. There would be a mix of single family and duplex homes. The sewer line for this proposal would enter at Nadine Rd. The current sewer line that starts at Pembroke Golf to Nadine Rd. would need to be moved in a few areas to accommodate the new roads that would be built. This is only a conceptual so no sewer flows were estimated for the project.

**b. Army National Guard Readiness Center.** Rene LaBranche of Stantec came in to explain phase 2 for the Army property. This project is only at 60% design phase with the potential of a 2018 build time frame bidding would be in the fall of 2017. This project will have one building with 25,000 square feet, a private pump station would be installed for this building. The building has the ability to hold about 70 people.

A discussion took place about the project and where it would connect to the Town's system. The sewer capacity for this phase would be about 1700 +/- gpd. Rene and Paulette did have a discussion prior to the meeting how she wanted the sewer connection to the Town's system done and the correction that was needed from the first force main from phase 1.

Rene will keep the sewer department informed as the project moves forward.

**4. Old Business: a. Any Old Business: None**

- b. Bow Lane Pump Station: Pay request #2:** The pay request was reviewed and Harold signed for the board as chairman.

**5. New Business: a. Sign Manifest:** Bills were reviewed and the Manifest was signed.

- b. Abatement Various Accounts Due to Billing Error:** Paulette explained that she had tried to change out the meter information the same as Pembroke Waterworks. After the second review of the bills (once they were printed) it was noticed that the account that the meter information had been changed had incorrect consumption. There was a discussion about the request. Paulette will not change out the meter when received, only after the billing is done the meter multiplier will be changed as needed as well as the new serial numbers.

**Motion:** Dan made the motion to abate a total of \$4,516.97 as requested for the following accounts and amounts:

31083000	\$621.72
31089000	\$671.68
31097000	\$636.78
31112000	\$577.31
31142000	\$669.30
31143000	\$670.88

**Seconded:** Harold seconded

**Vote:** 3 in favor, motion passed

- c. Pembroke Meadows 110 Lot Sub-Division:** Paulette explained that this project is on the agenda for the Planning Board's meeting of October 26<sup>th</sup>.

A discussion took place about all the new projects having an impact on the sewer system. The Commissioners would like to have an engineering firm to preform site plan reviews for these projects at the developer's expense. Also have the sewer use ordinance reviewed with respect to large projects that would need to purchase sewer flow for projects that would take many years or phases to complete.

**Action Item:** Paulette will contact a couple of Engineering Firms for approximate cost.

As part of the IMA Pembroke needs to get approval from the Wastewater Plant (Allentown) prior to approving any applications or sending any applications to NH DES.

**Action Item:** Paulette will send a letter to Allenstown requesting approval for the three projects so that these projects will be able to move forward.

**d. Correspondence:** Commissioners reviewed correspondences

**e. Accept minutes of September 19, 2015:**

**Motion:** Dan made the motion to accept the minutes of September 19, 2016 as written

**Seconded:** Andy seconded

**Vote:** 3 in favor, motion passed

**6. Any New Business: Department Personnel:** A lengthy discussion took place about how the Commissioners were going to move forward with the department with an employee leaving due to medical reasons. The Commissioners will discuss this more at their next meeting in November.

**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**