



# *Town Of Pembroke Sewer Commission*

## **MONTHLY SEWER COMMISSION MEETING**

**DATE: March 18, 2024    TIME: 7:00 P.M.    PLACE: 4 Union St.**

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

**Attendance:** Commissioner Jules (Andy) Pellerin, Paulette Malo, Commissioner/Operations Director, Corey Welcome, Operations Associate

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

**III. Scheduled Meetings:** None

**IV. Old Business:** None

**V. Any Old Business:** None

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

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

**c. Abatement:** None

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

**e. Accept Minutes of February 20, 2024:**

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

**Seconded:** by Paulette

**Vote:** All in favor

**f. Approve Sewer Emergency Response for SSO Plan:** Paulette explained that the department did not have this document in writing. She has now put the Plan in writing.

**Motion:** Andy made the motion to table until a full board is present to approve.

**Seconded:** by Paulette

**Vote:** All in favor

**g. Sign Letter to Finance for COLA:** A review of the letter to finance for the 8.7% COLA was reviewed.

**Motion:** Paulette made the motion to have Andy sign the letter to finance for the COLA as budgeted for 2024.

**Seconded:** by Andy

**Vote:** All in favor

**VII. Any New Business: a. Application for change of Use at 557 Pembroke St. Paulette explained that the owner would like to convert this property from an office building to a 2 apartment building with an office.**

Paulette showed the plans.

A discussion took place about the conversion. Should the property owner convert to the 2 apartments and an office, he would need to go in front of the ZBA.

**Motion:** Andy made the motion to accept the plans as submitted. A fee of \$4,533.80 will be due for each apartment should he move forward with his plans.

**Seconded:** by Paulette

**Vote:** All in favor

**b. Application for change of Use at 134 Main St. Paulette explained that the renter would like to convert this property from an antique store to a bar.**

Paulette showed the plans.

A discussion took place about the conversion. The renter has also asked if it would be possible to make monthly payments where he is opening a new business. A discussion took place about allowing for monthly payments.

**Motion:** Andy made the motion to accept the plans as submitted. A fee of \$14,105.00 will be due on monthly payments as stated in the contract that will need to be signed by the property owner as well as the renter.

**Seconded:** by Paulette

**Vote:** All in favor

**c. Application for building a duplex on the property at 214 Pembroke St.**

A discussion took place about this vacant lot. The property owner will need to go before the ZBA and/or the Planning Board in order to build a duplex. He has asked for this commission to approve the duplex prior to going before the other boards.

**Motion:** Andy made the motion to accept the proposal as submitted. A fee of \$4,533.80 will be due for a single family home or \$9,067.60 should the duplex be approved.

**Seconded:** by Paulette

**Vote:** All in favor

**d. Move Money to PDIP Operating Account:** Paulette explained that \$300,000.00 should be moved from the checking account to the PDIP Operating account where there is a higher interest rate.

**Motion:** Andy made the motion to move the \$300,000.00 to the PDIP Operating Account.

**Seconded:** by Paulette

**Vote:** All in favor

**VIII. Non-Public Session:** None

**IX. Adjourn:** 7:24 pm

**Motion:** Andy made the motion to adjourn

**Seconded:** Paulette seconded the motion.

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

Respectfully Submitted,  
Paulette Malo,  
Commissioner