

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
19 NOVEMBER 2018

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 19 November 2018. Also present were Linda Peterson, Stephen Walsh, Elizabeth Monks and Matthew Norton

Absent: Maria Karas

The committee reviewed and discussed the following correspondence:

- FY20 Advisory Budget submitted to Michael Buckley, Town Accountant is level funded.
- The next Department Head meeting is scheduled for December 17, 2018 at 10:00am for those able to attend. Matthew Norton asked about the topic. Stephen Curley said its Ed's meeting; the last meeting he discussed the Capital budget. He should discuss budgets and assumes them to be flat.
- Advisory sent an email to all Department Heads to submit a copy of their budget to Advisory at the same time sent to Ed Thorne, Town Administrator and/or Michael Buckley, Town Accountant. Department FY20 budgets are due November 30, 2018.
- The Planning Board submitted their FY20 budget to Advisory. FY18 actuals are listed on the budget worksheet. Matthew Norton asked about the OT line item. Stephen Curley explained its part of the clerical contract when the office is open extended hours such as Monday evenings.

The committee agreed to send Michael Buckley, Town Accountant an email asking for budget actuals for FY16, FY17 and FY18 by budget line item worksheet.

In preparation for meeting with the Board of Selectmen tonight, Stephen Curley will address the decision to make the Police Department a priority and discuss what other areas need to be cut, i.e. Fire, Schools, and DPW. We are \$200,000 in the hole; only have \$600,000 set aside.

The questions are:

What happens with Healthcare?

Contract negotiations – raises or layoffs

Review the fleet of town vehicles – do employees take vehicles home

Upon motion moved by Stephen Walsh and 2nd by Matthew Norton the meeting minutes of November 5, 2018 as amended with correction on bottom of page one should be \$25,000 not \$25,500 was

VOTED¹: To accept the meeting minutes of November 5, 2018 as amended above, Linda Peterson supported the motion. Elizabeth Monks abstained.

The committee adjourned to the Board of Selectmen meeting at 7:25PM.

- Stephen Curley addressed the Board of Selectmen saying that by prioritizing adding police officers puts us into budget crunch. Advisory would like to work with Michael Buckley, Town Accountant and Board of Selectmen to get back into shape to cover the \$200,000. We anticipate state aid to be flat this year so we need to establish priorities to balance the budget. The Schools, DPW, Fire Department – 90% of our budget is Public Safety, Schools, benefits and Debt service. The DPW is the largest department outside of them.
- Dan Trabucco asked Ed Thorne, Town Administrator to speak about where we are and have Michael Buckley, Town Accountant do the same. Ed said he and Mike have worked on budget schedule acceleration and department budgets are due November 30, 2018. A draft will be ready by December 5, 2018 and presented to the Board of Selectmen at their meeting on December 10, 2018. He invited Advisory to be present for that meeting. Ed said he will have a proposed budget

¹The Chairperson did not vote on this motion.

by then with assumptions and recommendations. Dan asked Ed to explain the recent joint budget sub-committee meeting with the School and Board of Selectmen; there will be a broader meeting scheduled. Ed said they discussed raising revenue and cutting expenditures and took some considerations under advisement. The next budget sub-committee meeting is scheduled for December 12, 2018.

- Stephen Curley asked if there is any indication on healthcare. Michael Buckley, Town Accountant said it should be around an 8-10% increase. Dan Trabucco noted that Medicare pays less than market rate so Town of Pembroke has to pay more than the Medicare rate.
- One department is spending more than they need. Dan Trabucco asked if that department is going to hurt the town this year. It's serious. The Board of Selectmen agreed to schedule a meeting to meet with this department head next week, Monday, November 26, 2018 and invited Advisory members to attend.
- The other topics Stephen Curley mentioned were the gasoline line item for each department budget (every line is way under) and the DPW truck fleet – do we have too many? We're paying insurance on those vehicles sitting in the back.
- He also said Advisory was excluded from the school committee joint with Board of Selectmen budget sub-committee when it's supposed to be our jobs. Dan Trabucco said he was sorry he felt that way and didn't know the genesis of that but we are all going to get together. Linda Peterson asked if the Board of Selectmen review the budget monthly. Dan said no, unless there's a brush fire; it's a good policy to have Board of Selectmen review. Michael Buckley, Town Accountant explained that the Board of Selectmen receives the budget monthly in their packet.
- Stephen Curley said once the new financial system is in place, we can see how reporting works and view reports quarterly, at a minimum monthly. Advisory is offering to work with Michael Buckley and Ed Thorne.

Advisory adjourned from the Board of Selectmen meeting at 7:50PM.

Stephen Walsh said the decision was made to close the town hall on Friday following Thanksgiving. When this happens, the Fire Department covers and is paid double time; this is part of their contract. No budget factoring in what it costs the town. Matthew Norton asked if there are subject matter experts for contract negotiations. No, it's the Board of Selectmen and our legal counsel.

Stephen Curley said the budget detail the budget sub-committee is looking at is the UMASS detail which is just summarizations. We need a more fiscal approach.

Advisory will not have a meeting on Monday, November 26, 2018. All members of Advisory are invited to attend the Board of Selectmen meeting at 7:00PM.

The next Advisory meeting is scheduled for Monday, December 3, 2018 at 7:00PM. Stephen Curley will be away.

Advisory adjourned at 8:30PM.

Respectfully submitted,

Linda Peterson, Clerk

¹The Chairperson did not vote on this motion.