

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
10 DECEMBER 2018

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 10 December 2018. Also present were Linda Peterson, Stephen Walsh, Matthew Norton and Maria Karas

Absent: Elizabeth Monks

The committee adjourned to the Board of Selectmen meeting.

Ed Thorne, Town Administrator reviewed a proposed FY20 budget. Ed and Michael Buckley, Town Accountant, preliminarily reviewed all department requests except for the School. The proposed budget is \$65,260,050 a 2.20% increase from FY19. The tax levy is constant, a slight increase; decrease in state aid; excise tax up a little; meals tax about the same; rentals/solar farm lull off a little; local receipts (license fees, fines are approximately \$400-500,000 per year. In FY20 no Free Cash will be used. Ed will be presenting to the Department Heads on Monday, December 17, 2018; most adjustments will be made on the expense side. Ed said he added 3% (\$997,000) for the School Department; he will be scheduling a meeting with them.

Stephen Curley asked if "other funds" included the Silver Lake withdrawal. Michael Buckley, Town Accountant said yes, this is the end of it - \$100,000 is what's left. Ed said this is the first pass of the budget and he will meet with department heads individually. We are using a zero based approach, presenting 1 ½ months in advance; normally the budgeted is presented 1st week of February.

Dan Trabuca said it's an early jump on this and a good time to get everyone's eyes open.

Advisory adjourned from the Board of Selectmen at 7:25PM.

Maria said they didn't address how we got here with the budget. Stephen Curley said they weren't going to address it.

Advisory reviewed and discussed the following correspondence:

- FY20 Assessor Budget – the question of number of clerical staff was discussed. The Assessor's office has three as well as the Board of Selectmen's office. Some of the other line items discussed were Legal, Engineering and computer maintenance.
- FY20 DPW and Water Enterprise Fund – there was discussion regarding OT increase, sweeping and water basin costs increasing. Linda suggested keeping a list of things that should come out of the contracts. Stephen Walsh suggested reviewing all town vehicles by department and mileage.
- City & Town Publications – one dated April 2018 and the other dated December 6, 2018 were reviewed.

Upon motion moved by Stephen Walsh and 2nd by Maria Karas the meeting minutes of December 3, 2018 as amended with one corrections: 1) the language on the status of the Town Manager position; should read "is still in the 3rd reading in the Senate" was

VOTED¹: To accept the meeting minutes of December 3, 2018 as amended above, Linda Peterson supported the motion. Matthew Norton abstained.

Advisory agreed to send Michael Buckley a request for a list of all town vehicles by department, the age of the vehicle along with the mileage and if there is a policy regarding taking town vehicles home.

¹⁻² The Chairperson did not vote on these motion.

Upon motion moved by Linda Peterson and 2nd by Stephen Walsh regarding the Request for Transfer from Reserve Fund from Ed Thorne, Town Administrator for Police Chief to install hot water recirculating system with pump and mixing valve in the amount of \$5,000.

VOTED²: To approve the Request for Transfer from Reserve Fund from Ed Thorne, Town Administrator for Police Chief to install hot water recirculating system with pump and mixing valve in the amount of \$5,000. Maria Karas and Matthew Norton supported the motion.

The next Advisory meeting is scheduled for Monday, December 17, 2018 at 7:00PM.

Advisory adjourned at 8:15PM.

Respectfully submitted,

Linda Peterson, Clerk

¹⁻² The Chairperson did not vote on these motion.