

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
17 DECEMBER 2018

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 17 December 2018. Also present were Linda Peterson, Stephen Walsh, Matthew Norton, Elizabeth Monks and Maria Karas

- Stephen Curley handed out a copy of the FY20 budget worksheet from Ed Thorne, Town Administrator and Michael Buckley, Town Accountant. The revenue side is an estimate. There is a lot of work to be done.
 - The Board of Selectmen will meet on Tuesday evenings in 2019.
 - Received three "Request for Transfer from Reserve Fund" as follows:
1. Ed Thorne, Town Administrator is requesting \$7,400.00 for the Route 53 and Pleasant Street Traffic Signal project. Change order EWA6 to revise PS&E Documents Town's portion of design, engineering and alteration plans; revision required.

Upon motion moved by Linda Peterson and 2nd by Stephen Walsh regarding the Request for Transfer from Reserve Fund from Ed Thorne, Town Administrator in the amount of \$7,400.00 for the Route 53 and Pleasant Street Traffic Signal project. Change order EWA6 to revise PS&E Documents Town's portion of design, engineering and alteration plans; revision required.

VOTED¹: To approve the Request for Transfer from Reserve Fund from Ed Thorne, Town Administrator in the amount of \$7,400.00 the Route 53 and Pleasant Street Traffic Signal project. Change order EWA6 to revise PS&E Documents Town's portion of design, engineering and alteration plans; revision required. Elizabeth Monks, Maria Karas and Matthew Norton supported the motion.

2. Michael Buckley, Town Accountant is requesting \$2437.71 for vacation buyback for the Town Accountant and Assistant Town Accountant.

Upon motion moved by Stephen Walsh and 2nd by Matthew Norton regarding the Request for Transfer from Reserve Fund from Michael Buckley, Town Accountant is requesting \$2437.71 for vacation buyback for the Town Accountant and Assistant Town Accountant.

VOTED²: To approve the Request for Transfer from Reserve Fund from Michael Buckley, Town Accountant is the amount of \$2437.71 for vacation buyback for the Town Accountant and Assistant Town Accountant. Elizabeth Monks, Maria Karas and Linda Peterson supported the motion.

3. Ed Thorne, Town Administrator is requesting \$920.40 for the vacation buyback for Town Hall custodian Zbigniew Cytronowski.

Upon motion moved by Stephen Walsh and 2nd by Matthew Norton regarding the Request for Transfer from Reserve Fund from Ed Thorne, Town Administrator in the amount of \$920.40 for the vacation buyback for Town Hall custodian Zbigniew Cytronowski.

VOTED³: To approve the Request for Transfer from Reserve Fund from Ed Thorne, Town Administrator is the amount of \$920.40 for the vacation buyback for Town Hall custodian Zbigniew Cytronowski. Elizabeth Monks, Maria Karas and Linda Peterson supported the motion.

¹⁻⁴ The Chairperson did not vote on these motion.

Upon motion moved by Linda Peterson and 2nd by Matthew Norton the meeting minutes of December 10, 2018 as amended with one correction: 1) "is still in the 3rd reading in the Senate" was

VOTED⁴: To accept the meeting minutes of December 10, 2018 as amended supported the motion. Stephen Walsh, Maria Karas. Elizabeth Monks abstained.

Stephen Curley spoke about the FY20 budget as both he, Linda Peterson and Stephen Walsh attended the Department Head meeting today. Departments are asking for more. Ed Thorne and Michael Buckley have not started going though it yet. He referenced an email from Michael Buckley, Town Accountant that we had \$510,209 left in Free Cash after the Fall Town Meeting. The Police Department is on pace to overspend their overtime budget by \$250,000. We need to cut 2.4M from FY20 budget. Advisory was invited to the Board of Selectmen meeting tonight to hear from Police Chief Rick Wall regarding his FY20 Budget.

The committee adjourned to the Board of Selectmen meeting in progress at 7:16PM.

Police Chief Rick Wall explained to the Board of Selectmen that he had a problem with the way his police budget spend was presented to him. Dan Trabuco said Ed Thorne, Town Administrator and Michael Buckley will look at the police budget and work together in January. Dan said "they understand what needs to happen and I'm confident we'll accomplish something".

Advisory adjourned from the Board of Selectmen meeting at 7:35PM

Stephen Curley noted that there are places where we can cut in the FY20 Budget. He asked members to review over the coming weeks and prepare to discuss further at their next meeting.

The next Advisory meeting is scheduled for Monday, January 7, 2019 at 7:00PM.

Advisory adjourned at 8:35PM.

Respectfully submitted,

Linda Peterson, Clerk

¹⁻⁴ The Chairperson did not vote on these motion.