

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
27 JANUARY 2020

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 27 January 2020. Also present were Stephen Walsh, Sandra Beaton, Kelly Seifert, Tim Landy and Matthew Rushing. Patrick Chilcott arrived at 8:15pm

Absent: Maria Karas, Matthew Norton

Guests: Andrew Sullivan, Chairperson, Community Center Task Force; Stephen Curley, member; Daniel Trabucco, member

Linda Peterson opened the meeting and welcomed new Advisory member Matthew Rushing.

Chairperson of CCTF Andrew Sullivan began his presentation of the proposed new Pembroke Community Center.

- He thanked Advisory for inviting him tonight. They formally started this study two years ago after town meeting approved \$75,000 in funding for the phase I study. The feasibility study just came in one week ago; the Architect is Bargman Hendrie & Archetype, Inc. This firm has designed 22 community centers throughout the state; members have visited some of the sites. The first floor of the proposed community center will include space for Council on Aging with the intent of seniors utilizing the space in the am and Recreation Center program in the pm. This is one building with multi-functional spaces. This building has a kitchen with industrial appliances but is not an industrial kitchen. Dan Trabucco explained that this was to keep the kitchen easy to use.
- Andrew said they plan to schedule another open forum within one month.
- The proposed cost came in too high; the Architect is reworking the space for cost cutting savings. We may lose the food pantry.
- They have also investigated grant funding but this would contingent on the passing of their Article at town meeting.
- They have met with Community Preservation and they want to help. They can help with the town green and outdoor space.
- They have also met with the Historical Commission. Linda asked what they thought of the design. Andrew said they felt more parking was needed.
- The current COA building will become an available resource for maybe town office space. The Hatch building is a bookend to the community center property; could this building be used for storage. Probably not, as it's deeded for educational use.
- Andrew said Joel Bardman is rewriting the next proposal for \$22M; looking at a 40 year guaranteed USDA loan. Kelly Seifert asked how many square feet is the building; it's 35,000. The current building is 30,000 square feet. Tim Landy said as the town pays down their debt this money should go to a capital fund for building projects. He asked how much money is left from the school projects and asked if this could be proposed.
- Linda asked about the other proposed new buildings, i.e. Fire, Police, and DPW. Andrew said they're not ready.
- Sandra Beaton asked about the displacement of the Recreation programs during the two years of building. Andrew said the timeline would be 18 months.
- Is there tangible selling for non-seniors. Andrew said this building will have a double gym with two basketball courts and the space can accommodate 8 pickle ball courts. The second floor has a walking track.
- Linda asked about the need for additional staff, i.e. security and maintenance; these needs should be built into the report. Andrew said the space would be rented to out of town sport groups, etc. to generate revenue. Linda asked if there was a stage. Andrew said no, there's one at the high school. Dan Trabucco said the Architect met with every department head and researched this town to build something Pembroke specific.

¹The Chairperson did not vote on this motion

- There are 4,000 seniors over 60 years in Pembroke, approximately 200 seniors currently visiting the COA; 70 are regular attendees. Stephen Walsh asked about “free citizen hours” residents may ask “why am I paying for it if I can’t use it”. He also asked if outdoor courts could be built. Andrew said the outdoor space will be doubled with benches and tables and will continue to be used for Recreation programs. The outdoor basketball courts will remain. Stephen asked what they needed from Advisory. Andrew said they would like to send a mailing to residents; a one page flier and asked if this could be included in an upcoming mailing, i.e. tax bill. This would be arranged with the Town Manager’s office.
- Stephen Walsh asked if the building could be used as a single polling place. Dan Trabucco said it could be but not sure if more than one place is required.
- Linda thanked Andrew, Dan and Stephen for coming.

The committee reviewed the following correspondence:

- Town owned vehicle list – Stephen Walsh noted that the DPW has 32 trucks and the Police Department has 22 cars. Patrick Chilcott said the police cruisers can put up to 125,000 miles a year on these vehicles and we should be careful not to make assumptions. Stephen Walsh said we could get an explanation from Ed Thorne, Town Manager; insurance is going up with all these vehicles. Mathew Rushing asked if department heads meet with Advisory. Linda explained they did in the past but in recent years Advisory has met with Police, Fire, DPW and the School. Patrick Chilcott said Advisory should have a new approach to the FY21 budget providing information to the Board of Selectmen. The state aid only goes up 1% and 80% of the budget is salaries. We have a revenue problem; what government do you want; what do you want to pay for. Tim said it would be helpful to sort and reformat the town owned vehicle list. Tim will work with the list to reformat.
- Town owned plots of land – The committee would like to understand which plots of land are buildable; what could be sold and developed. Stephen Walsh asked if we had a list of town owned facilities and who runs them; are we renting or leasing any buildings. The committee agreed to follow-up with Cathy Salmon and Kathleen McCarthy to ask these questions.
- Advisory “Information Packet” prepared by Tim Landy – Tim believes residents should have all the information they need when they walk through the door at town meeting. Advisory would identify the purpose of the document; fiscal health of the town; revenue, expenses; budget reserve/contingency; future considerations; comparisons. Patrick Chilcott said it’s a good idea; start setting goals. Mathew Rushing suggested adding another element so what will be “value added”.
- Linda said once we receive the budget from Ed Thorne, Town Manager, we can ask department heads questions. We can prepare a list of questions in advance.

Upon motion moved by Patrick Chilcott and 2nd by Tim Landy the meeting minutes of January 6, 2020 was **VOTED¹**: To accept the meeting minutes of January 6, 2020. Patrick Chilcott, Tim Landy, Stephen Walsh, Sandra Beaton and Kelly Seifert supported the motion.

- Sandra Beaton had her question answered regarding the Pilgrim Area Collaborative moving from the building in December; did that create any loss of revenue.
- The committee reviewed the letter received from Rebecca Coletta, Planning Board Chairperson. She is proposing to request funding toward the creation of a new Master Plan. Advisory agreed to invite her or a Planning Board representative to their next meeting to discuss.
- All other agenda items will be tabled to the next meeting.

The next meeting is scheduled for Monday, February 3, 2020 at 7:00pm. Advisory adjourned at 9:40PM.

Respectfully submitted

Stephen Walsh, Clerk

¹The Chairperson did not vote on this motion