

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
03 FEBRUARY 2020

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 03 February 2020. Also present were Sandra Beaton, Kelly Seifert, Tim Landy and Matthew Rushing.

**Absent:** Maria Karas, Matthew Norton, Stephen Walsh and Patrick Chilcott

**PACTV** recording tonight's meeting

Linda Peterson opened the meeting noting that Stephen Walsh will be attending the joint School Committee and Board of Selectmen meeting tonight.

Becky Coletta, Chairperson Planning Board scheduled to meet with Advisory tonight is unable to attend. Advisory suggested rescheduling.

The committee reviewed the following correspondence:

- Town owned plots of land with buildable lots – The committee received a response from Catherine Salmon, Chief Assessor noting that the questions asked by Advisory (“what plots of land could be sold and developed; how many of these lots are buildable and are there any town buildings rented and/or leased, if so, when does the lease expire”) should be directed to the Town Manager. Cathy did copy Ed Thorne on this email. She indicated that the town has looked at these town owned lots multiple times over the years. Tim said we still want this information but maybe we should look at it after town meeting.
- Matthew Rushing asked if Advisory uses an action item tracker. Linda said no but if someone wants to set up a template. Sandy Beaton said she can share the tracker she created and has been using. She will forward to committee members.
- FY20 Chapter 90 – looks like Pembroke will be receiving \$56,000. Linda said we don't know what the DPW's plans are for this year for paving. The state funding cannot be used for unapproved roads; there is \$25,000 in the budget that can be used for paving unapproved roads.
- FY21 Solid Waste Budget – Linda said she believes they reinstated the Recycling Committee; not sure if it's functioning. The Recycling Center is open every Saturday 9am – 3pm. Sandy Beaton referenced the recycling and trash tonnage FY18-FY20 noting the percent of what is recycled by the town; 24% YTD for FYF20. Linda said this is an Enterprise Fund and not debatable. She believes the trash contract is three years and may be in the last year of the contract. Mathew Rushing asked if Advisory would advise on multiple contracts. Linda said no – it would be the Board of Selectmen. Matthew Rushing said there should be some kind of a threshold with a certain dollar amount. Tim Landy said this may slow things down.
- Matthew Rushing said he is trying to understand Advisory's role – there's no budget process. Linda said we don't want to do anything right now. The Town Manager is scheduled to submit the FY21 budget to the Board of Selectmen on Tuesday, February 11<sup>th</sup>. Advisory should also get a copy. The committee agreed to send an email to Ed Thorne, Town Manager asking for a copy of the FY21 budget after he presents to the Board of Selectmen so Advisory members can review in advance of their February 24<sup>th</sup> meeting.
- Linda said that health insurance rates for FY21 should be announced soon. Ed Thorne, Town Manager and Michael Buckley, Town Accountant is scheduled to meet with Mayflower on Wednesday, February 6<sup>th</sup>.
- Remote Access – The Board of Selectmen voted to authorize members of Town's Boards, Committees and Commissions to participate in remote access on March 25, 2013. Mathew Rushing asked about the requirements. Linda Peterson said this committee has never done it. Tim Landy said the persons participating remotely cannot be counted for a quorum and a committee vote would require a roll call.

<sup>1</sup> The Chairperson did not vote on this motion

- The committee reviewed the FY21 budget worksheet received from Ed Thorne, Town Manager. Some of the line items discussed were: Police Department Overtime; Capital Budget; Data Processing adding wage & salary for \$125,000; Town Clerk Overtime; Planning Board Overtime; Zoning Board of Appeals reduced clerical salary; Town Building Maintenance, custodian salary increase; Emergency Management. Linda said Advisory can prepare their budget questions and invite Ed to review the budget with him line by line.

Upon motion moved by Tim Landy and 2<sup>nd</sup> by Matthew Rushing the meeting minutes of January 27, 2020 was

**VOTED<sup>1</sup>:** To accept the meeting minutes of January 27, 2020. Tim Landy, Matthew Rushing, Sandra Beaton and Kelly Seifert supported the motion.

The next meeting is scheduled for Monday, February 10, 2020 at 7:00pm. Advisory adjourned at 8:50PM.

Respectfully submitted

Stephen Walsh, Clerk

<sup>1</sup>The Chairperson did not vote on this motion