

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
9 MARCH 2020

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 9 March 2020. Also present were Patrick Chilcott, Tim Landy, Sandra Beaton, Matthew Norton and Matthew Rushing.

Absent: Stephen Walsh, Kelly Seifert,

Guest: Ed Thorne, Town Manager & Michael Buckley, Town Accountant; Stephen Curley

Linda welcomed Ed Thorne and Michael Buckley to discuss the proposed FY21 Capital Budget Plan.

- Mike noted there is \$150,000 in the Capital Fund and the ability to borrow. Free Cash is off the table.
- The Police Assessment fund request of \$11,000 was moved to the Special Town Meeting Warrant. Police Chief Rick Wall will be retiring effective December 20, 2020. Pembroke is in a civil service system for hiring a replacement Police Chief. The Town Manager met with Legal today and will petition the state to move away from civil service; permission is required. It will require a town meeting vote in the spring of 2021; an RFP will then be issued.
- Linda asked about the Culvert reconstruction, one at the Herring Run and the other at Park Street located under Mattakeesett Street, a request of \$250,000 for both. Ed said they will be applying for a grant from the DER (Division of Ecological Restoration); there are specific eligibility requirements that include being used as a foot path and a public way.
- Ed was asked how the capital plan items were decided from being “requested to recommend to borrowing”. Ed explained that department heads prioritized their requests and he made the final decision based on what was important to the town overall.
- Route 36 corridor project- a cost of \$1M – This project moved from 2023 to 2022 and this work must be done first.
- Police Cruiser(s) purchase of \$108,500 borrowing.
- Asphalt Hot box – The DPW Director said that was his priority; the one he has is ten years old.
- Ed was asked how much push back was there with department heads on priorities such as explaining why they need them. Did they have a business case? Ed explained with Police, Fire and DPW due to procurement laws in state, they tried to get used items. Not being in the private sector, we would have to declare procurement and have a process. Mike said discussions did take place with department heads.
- School purchase of vans – Erin Obey said if the school didn’t get the vans, transportation costs would go up.
- The Fire Department is requesting three line items; Building Repairs & Equipment; Fire Station Building Repairs and CO & Multigas Meters. Ed said it’s for window replacements; gas meters and thermal cameras.
- Linda asked if it made sense to combine technology requests for Town Hall, Police and Library into one.
- What if we didn’t borrow the 2.7M? Mike said we could put the town at risk if we don’t invest in technology and with the route 36 corridor project, we’re going to have to buy permanent and temporary easements or we would go to the end of the list.
- Ed was asked as the debt drops off are we giving back on cash flow. Ed referred to the five year plan that goes out to 2024; it shows debt coming off. They will be adding 2025 to the plan. This five year plan is posted on the town website. Stephen Curley noted that the debt in 2009 was \$389,000; FY20 currently is 1.2M. Put brakes on buying everything; things were falling to pieces. DPW – half the fleet not working. The Police Chief – no fiscal management process. How are we going to close the gap that we have. The Police Department overspent \$100,000 and blew the five year plan.

¹⁻² The Chairperson did not vote on this motion

- Patrick Chilcott asked “What is the charter of the Advisory Committee”? Stephen Curley said get in front of the Board of Selectmen every time something like this was coming up. Have to be a thorn in their side.
- Advisory discussed how to advise town meeting by explaining where we stand financially w/risks. Mike Buckley will provide financial data to Tim Landy; Tim will let him know what he needs.
- Mike spoke to the FY20 Operating budget and the shortfall of the school; they plan to use the \$500,000 from the stabilization fund and \$270,000 from free cash. The school needs \$780,000. Linda asked if the school applied for the state grant. Mike said it was too late. Board of Selectmen will adopt a plan to replenish.
- Snow & Ice line item will be decreased from \$500,000 to \$125,000 which will free up \$325,000.
- There is no Fire Department contract for FY20 or FY21 but a provision will be made in the budget.
- The committee discussed the Special Town Meeting Warrant :
 - Article 1 – Departmental Transfers and Article 7 – Community Center Building Project is \$23M.
- Ed was asked about the status of the hiring of a Fire Chief replacement. The Deputy would be appointed interim and he will be discussing with the Board of Selectmen.
- Mike spoke about the DPW Fuel Management System – the system is 25 years old; no way of measuring who is using fuel. They also discussed the damaged to the DPW doors and roof. Working with insurance company for full replacement.

Linda thanked Ed and Mike for coming

Other items discussed:

- Advisory received an updated Annual & Special Town Meeting Warrant Articles that include format changes.
- We received Maria Kara’s’ resignation as a member of Advisory Committee. Her resignation will be forwarded to the Board of Selectmen.
- Patrick Chilcott reported that he had a follow-up discussion with Erin Obey, School Superintendent. She knew the school would have a shortfall in November and shared that information with the Town Manager and Town Accountant. In FY21 there maybe 9-10 teacher layoffs.

Upon motion moved by Matthew Norton and 2nd by Matthew Rushing approve Advisory Committee to create a financial response for Town Meeting.

VOTED¹: To approve the Advisory Committee to create financial response for Town Meeting. Matthew Norton, Matthew Rushing, Patrick Chilcott, Tim Landy and Sandra Beaton supported the motion.

Upon motion moved by Patrick Chilcott and 2nd by Mathew Norton as amended to approve the meeting minutes of March 2, 2020.

VOTED²: To accept the meeting minutes of March 2, 2020 as amended. Patrick Chilcott, Matthew Norton, Matthew Rushing, Tim Landy and Sandra Beaton supported the motion.

The next meeting is scheduled for Monday, March 16, 2020 at 7:00pm. Advisory adjourned at 9:05PM.

Respectfully submitted

Stephen Walsh, Clerk

¹⁻² The Chairperson did not vote on this motion