

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
11 MAY 2020

Linda Peterson, Chairperson opened the meeting of the Advisory Committee via ZOOM/PACTV- VIRTUAL and read the statement pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law at 7:00PM on 11 May 2020.

Also present were Stephen Walsh, Kelly Seifert, Patrick Chilcott, Tim Landy, Sandra Beaton, Matthew Norton and Matthew Rushing.

Guests: Bill Chenard, Town Manager; Michael Buckley, Town Accountant; Sabrina Chilcott, Assistant Town Manager; Steve Dodge, Town Moderator

Linda welcomed Bill Chenard, Town Manager; today being his first day on the job. Advisory is looking forward to good meetings in the future. Linda noted that Advisory meets September – May on Monday evenings. Bill thanked the staff for welcoming him and said it's a pleasure to be with Advisory this evening. Linda said by inviting Bill Chenard, Mike Buckley, Steve Dodge and Sabrina Chilcott she envisioned tonight's meeting would put everyone on the same page of the current status of the Town Budget and the Annual Town Meeting Warrant Articles. The Annual Town Meeting is scheduled for June 16, 2020.

Steve Dodge said he will repeat what he told the Board of Selectmen at their meeting. It's too early to make a formal decision; ultimately it's the Board of Selectmen's call. We can continue to postpone the Annual Town Meeting if the Town Warrant is posted. The Town Moderator can postpone the meeting in 30 day increments at the end of the State of Emergency. The Board of Selectmen does not have to sign the Town Warrant until June 2, 2020. We'll see what the Governor says about large gatherings and what both PEMA and the Town Clerk is comfortable with it.

1. Attempt to have the Annual Town Meeting on June 16, 2020 and hope we can handle the quorum of 150 residents (at least). This is the least likely viable option in his estimation.
2. There is pending legislature at the State House which would allow the BOS with the approval of the Town Moderator to reduce the quorum to no less than 10% (15 residents for Pembroke) but he would only agree with 25% which would be 38 residents. This assumes this bill passes and is signed by the Governor.
3. Delay Town Meeting (which both the BOS and Town Moderator have the power to do depending on if The Town Warrant is posted or not) until we collectively feel it is safe to have one. The Legislature has eliminated the requirement that the Annual Town Meeting be held before the end of the fiscal year.
4. Have no meeting at all, utilizing the 1/12th budgeting authority given towns by the Legislature during this emergency.
 - Steve was asked if we could have a 1/12th budget. Mike Buckley said he didn't know what the state and federal government will do for us.
 - Another suggestion was to change the venue to the football field. This, however, could be discouraged.
 - Bill Chenard said he doesn't recommend a 1/12th budget. We should figure out what we are going to do and put a budget in place.

Linda thanked Steve

Sabrina Chilcott said the Town Warrant has been revised and now includes 17 Articles; it was previously 40 Articles. Four of the Articles were for Affordable housing which can be tabled to the 2nd or 3rd Town Meeting.

- **Article 1** – Department Transfers that need to be zeroed out by the end of the fiscal year.
- **Article 2** – Wage & Classification Plan for non-union employees – Mike Buckley said it's 2% and/or \$20,000. The school is delaying salary change until January. This is being discussed for the town as well.
- **Article 3** – Operating Budget – (save for discussion at the end).

- **Articles 4 - Water Enterprise & Article 5 - Solid Waste Operating Budgets** - no change. Sabrina was asked if the Recycling Center would remain closed. She said that is the number one complaint she receives, asking when it will re-open. She was also asked about the recycling manager salary noting that Ed Thorne mentioned that DPW will now be managing the recycling center. Sabrina said this position manages many facets of the property and she couldn't speak to what Ed said.
- **Article 6 – Capital Budget** – We are down to two items: 1) Water Department wells – to replace 6 filters \$400,000; need to replace soon 2) Route #36 construction to replace water lines. Both are borrowing items totaling 1.7M. Also on the list, three items for the DPW: Fuel Management System \$17,800; Hot Box \$50,000; supplement insurance money for DPW building (roof) \$50,000. Mike was asked if there was consideration to implement a fuel card system or would we have to do a cost analysis. Mike said not at this time. Sabrina mentioned that Emergency Management would not be happy about that. Tim recommended this topic be included with the list Advisory is preparing.
- **Article 7 – CPC Fund Allocations** – this article is included in the Consent Agenda that also includes Article's 4, 5 and 8.
- **Article 8 – Revolving Fund Limits** – this article is included in the Consent Agenda.
- **Article 9 – Fund Septic Betterment Program** in the amount of \$200,000 for the purpose of continuing the program of financing residents with failing systems. The resident would pay back over time.
- **Article 10 – Memorandum of Understanding for Transportation Reimbursement** with the Department of Children and Families in order to obtain Federal Title IV-E reimbursement for foster care transportation and to provide that payments for such reimbursements.
- **Article 11 – Fund Collective Bargaining Agreements** for the purpose of funding the cost of items of the first year of the agreement with the Pembroke Police Union and Superior Officers Association. Sabrina was asked if these agreements were signed. Yes they were and she forwarded them to Advisory Committee members during this meeting.
- **Article 12 – Amend Zone Bylaws for Flood Plain District** – The Planning Board has voted Favorable Action.
- **Article 13 - Accept Town Reports & Article 14 – Annual Town Election** – both are part of the Consent Agenda.
- **Article 15 – CPC Funded Project Proposals** – This includes five projects earmarked or grant attached to the funding.
- **Article 16 Citizen's Petition; the ARC of the South Shore – Article 17 Citizen's Petition; S.S. Community Action Council.** The town can't fund but we don't have an option, they must remain on the Town Warrant.

Linda thanked Sabrina

Advisory Committee agreed to vote on the following Articles tonight:

Upon motion moved by Kelly Seifert and 2nd by Patrick Chilcott to **take no action** on Article 16 Citizen's Petition; The ARC of the South Shore – Article 17 Citizen's Petition; S.S. Community Action Council.

VOTED¹: To **take no action** on Article 16 Citizen's Petition; The ARC of the South Shore – Article 17 Citizen's Petition; S.S. Community Action Council via **Role Call**: Kelly Seifert YES; Patrick Chilcott YES; Stephen Walsh YES; Matthew Norton YES; Matthew Rushing YES; Tim Landy YES; Sandra Beaton YES; Linda Peterson YES.

Upon motion moved by Patrick Chilcott and 2nd by Mathew Rushing for **Favorable Action** on Article 2 Wage & Classification Plan; Article 4 Water Enterprise Operating Budget; Article 5 Solid Waste Operating Budget; Article 6 Capital Budget; Article 9 Fund Septic betterment Program; Article 10 Enter MOU for Transportation Reimbursement; Article 12 Amend Zoning Bylaws; Article 14 and Article 15 Community Preservation Funded Project Proposals.

VOTED²: **Favorable Action** on **Action** on Article 2 Wage & Classification Plan; Article 4 Water Enterprise Operating Budget; Article 5 Solid Waste Operating Budget; Article 6 Capital Budget; Article 9 Fund Septic betterment Program; Article 10 Enter MOU for Transportation Reimbursement; Article 12 Amend Zoning Bylaws; Article 14 Annual Town Election and Article 15 Community

Preservation Funded Project Proposals via **Role Call**: Kelly Seifert YES; Patrick Chilcott YES; Stephen Walsh YES; Matthew Norton YES; Matthew Rushing YES; Tim Landy YES; Sandra Beaton YES; Linda Peterson YES.

The committee did not vote on Articles 1 – Department Transfers; Article 3 Operating Budget and Article 11 Fund Collecting Bargaining Agreements.

Mike Buckley reviewed the FY20 & FY21 Budgets as follows:

- Article 1 – Department Transfers: Fund Elections \$48,000; Schools \$280,000; DPW \$25,000.
- Article 6 – Capital Budget – DPW Hot Box \$52,298; DPW roof expenses \$50,000.
- The Board of Selectmen voted on the proposed \$500,000 funding to balance FY20 budget. Mike said Pembroke has submitted \$500,000 for reimbursements through June 30, 2020 through the CARES ACT managed by Plymouth County.
- There will be a revenue reduction in FY21 due to excise tax, meal tax and building permits.
- The cost of the Police Contract will be \$127,000 which will come from free cash and Overlay. No contract yet for Fire Department.
- FY21 freeze to FY20 - level funded.
- The Board of Selectmen asked the Plymouth Pension System to level fund to FY20 and also asked Mayflower Health Insurance for a rate relief to help cities and towns in this group.
- Mike was asked if department heads would volunteer to a reduced salary. He said most would be supportive if asked.

Linda thanked Mike

The committee discussed the possibility of adding more meeting dates if available through PACTV as the next Advisory meeting date is June 1, 2020. The committee agreed to send their availability to Donna by Wednesday, May 13, 2020. Donna will work with Sabrina regarding available dates.

The committee discussed the possibility to meet as a sub-committee for budget and town warrant data collection. This could be done but a posted agenda and public meeting would be required. The committee agreed to forward their data requests to Donna by Friday, May 15, 2020 who will create a spreadsheet and submit to Linda to review for submission to Bill Chenard, Town Manager.

Upon motion moved by Patrick Chilcott and 2nd by Sandra Beaton to approve the meeting minutes of March 9, 2020.

VOTED³: To accept the meeting minutes of March 9, 2020 via **Role Call**: Kelly Seifert YES; Patrick Chilcott YES; Stephen Walsh abstained; Matthew Norton YES; Matthew Rushing YES; Tim Landy YES; Sandra Beaton YES; Linda Peterson YES.

The next meeting is scheduled for Monday, June 1, 2020 at 7:00pm unless an earlier meeting time is available. Advisory adjourned at 9:30PM.

Respectfully submitted

Stephen Walsh, Clerk