

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
30 MARCH 2022

Linda Peterson, Chairperson opened the meeting of the Advisory Committee at Town Hall at 6:30PM on 30 March 2022.

Also present were: Sandra Beaton, Matthew Rushing Liz Benotti, Stephen Walsh and John Scholl; Kristi Cullinane arrived at 6:50pm

**Absent:** Tim Landy, Robert Kenney

**Guest:** Bill Chenard, Town Manager; Joyce Mavreer, Resident

Linda welcomed Bill

Bill provided the following update for the committee:

**Community Center Building**– They are in the design and development stage. There are some changes to the construction plans, as this came in over budget. The construction costs from February '21 to February '22 rose 22%; and from February '22 to March '22 rose another 2.6%. Additional asbestos was found in the Community Center. The initial cost to demolish the building went from \$250,000 to 1.4M. More asbestos was found under the roof and behind the brick walls. This was missed by the Consultants during their inspection. Another inspection will be completed after all staff vacate the building next week. This building will not come down early, they plan to wait for the general contractor to order and receive building supplies. The square footage of the new building will change from 33,240 square feet to 27,800 square feet. The space will be reconfigured; the biggest change is the elimination of team locker rooms. This will not change programs; Bill is not comfortable with cutting programs. There is a huge demand for space, i.e. Basketball; Pickleball, etc. The project is 2.6M over budget.

**Questions:**

**What is the tax impact?**

Bill is to sure yet, they're still doing the calculations. Thinks it may be around 2M.

**Can we use CPA money?**

It's not enough; but we did receive \$200,000 from the Commonwealth for outdoor space.

Bill reviewed the FY23 Budget for the following:

- Select Board
- Town Manager
- Municipal Inspections
- Medicare Tax

Bill shared a summary sheet of the General Fund Revenue and Expenditure. The deficit is \$13,927; to be funded by free cash. Snow Removal is estimated at \$350,000.

**Select Board** – Wages & Salaries for elected officials - \$9,000 divided by 5. Dues, Advertising, Printing, small increase. Printing covers the cost of th printing the A/P warrants. Eyewear reibursements for town employees; part of the unton contract if they break on the job. Pond Treatment, OPEB Study and Audits.

**Town Manager** salary; no increase last year, proposing 3% this year. No change to expenses. Travel Stipend – Bill did not travel much in 2021; will be back to traveling to meetings this year.

**Municipal Inspections** – Wages & Salaries cover Planning, Zoning, Conservation Agent and Assistant, Building Assistant, Health Agent and Board of Health Assistant. Slight increase; promoted one staff member and put everyone else at the same. They are cross training the staff in all areas within Municipal Inspections. General Expenses - there was a big jump in software in 2022 “we went digital” and we will become more digital. We restored Travel Expense and combined mileage reimbursement.

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

**Medicare Tax** – All IRS, Federal Tax Town and employee responsible for half of the tax.

The only budgets not reviewed with Advisory are Solid Waste and Water. Bill reviewed the Solid Waste Contract today, it's not signed yet. A fuel cap has been added due to the increasing price. If Diesel fuels increase higher than \$5.25 per gallon, we would pay more and if it goes down below \$3.75 we wouldn't.

Bill expects water to increase 2- 2.5%.

The Select Board will vote the Town Meeting Warrant Articles at their meeting on April 6, 2022.

Upon motion moved by John Scholl and 2<sup>nd</sup> by Kristi Cullinane to approve the meeting minutes of March 22, 2022.

**VOTED<sup>1</sup>:** To accept the meeting minutes of March 22, 2022. John Schol, Liz Benotti, Sandra Beaton, Stephen Walsh, Kristie Cullinane supported the motion. Matthew Rushing abstained.

Linda and committee members thanked Bill.

The next Advisory Committee meeting is scheduled for Wednesday, April 13, 2022 at 6:30PM Town Hall.

Advisory adjourned at 7:30PM.

Respectfully submitted

Stephen Walsh, Clerk

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