

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
JANUARY 18, 2024

Linda Peterson, Chairperson opened the meeting on Thursday, January 18, 2024 at Town Hall at 6:00PM. Also present were: Tim Landy, Sandra Beaton, Robert Kenney, Liz Benotti, Stephen Walsh, Stephen Patt and Brian Logan

**Guests:** William Chenard, Town Manager

Bill provided an update and outlined the line items highlighted in yellow/red on the document handout which are tracking to be over at the end of the year.

**FY24 Expenses–**

- Town Accountant – upfront costs of \$30,000 paid for contract services
- Board of Assessors – upfront cost for comp software
- Registrars – Election software set-up; will track, should have been paid from the Election line item. This may be a wash.
- Board of Appeals – New letterhead
- Public Building – Water to a couple roofs. We only have one custodian; had to hire contractor custodian.
- Public Works over – without Snow & Ice – all pavement markings cost \$52,000; it may wash out. Some towns use plastic road markers which are more expensive.
- Library – HVAC and roof problems – may have to replace the roof.
- Town Landing – due to summer operation
- Debt Service – on target
- Pension – cost savings to make one payment at beginning of the fiscal year.
- Insurance – pay majority upfront

**State Revenue** – the state has missed their target for the past six months noting a short fall of \$769M. The Governor may not do 9C cuts; she is cutting other services, for example; Grant money for Fire Department: we haven't spent yet. If stabilization fund is used to cover the cost of the immigrant migration in state it will impact the bond rating. Stephen Walsh noted that the Governor does not have the authority to spend the money; it has to be done through the Legislator process. Bill noted Pembroke is about to bond 61M for the Public Safety Building for 15-30 years He is working with Financial Advisors.

**Revenue Projections**

Bill explained the Tax Levy and how it impacts the next fiscal year. The Tax Levy is carried from the prior year which includes new growth, add 2.5%, the current year certified growth. The Tax Levy for FY25 is \$51,181,292. Bill reviewed his handouts covering New Growth, Excluded Debt, State Cherry Sheet Estimates and Cherry Sheet Assessments and Charges, State Aid History (we were down 87 students this year); Local Receipts and other available funds.

This time last year, we had 21M in the bank; not this year. We cannot afford to draw down our Stabilization Fund, all together we have \$5.4M.

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

Bill attended the joint budget meeting with Select Board members John Brown and Tracy Marino and School Committee members Patrick Chilcott and Susan Bollinger on Wednesday, January 17, 2024. The town will not be able to meet their budget expectation. All Department Heads were told to cut budgets for FY25.

Tim Landy asked about the revolving fund for Recreation and Fields. Bill said they came to an agreement with the Baseball League, they have a new President and will pay the same as Football and Soccer, \$11,000 yearly lease. A new lease was negotiated but not yet signed.

Bill provided a project update.

- Community Center project is almost complete, still waiting on the installation of the track above the basketball court. The paving and outside landscape still needs to be completed. Expected opening is May/June 2024. Bill said he will schedule another walk-thru tour of the building for committee members.
- Public Safety building is coming along, many discussions around the interior set-up.
- Council on Aging Building plans. There is interest in using the building for an Adult Day Care. The Library Foundation Trust would like to use the space to offer education programs. He would like to see the space shared.
- Linda asked about the Hatch Building. Bill said it belongs to the schools and is not sure of any plans for this building but it would have to be used as some type of school capacity.

Linda thanked Bill for these updates.

Linda welcomed Brian Logan to the committee. Brian's appointment is scheduled to be confirmed by the Select Board on Wednesday, January 24, 2024. He is not eligible to vote regarding Advisory business until after confirmed and sworn in by the Town Clerk.

The committee reviewed and discussed the FY23 Advisory Annual Report. This will be forwarded to Sabrina Chilcott.

Linda asked if committee members received the "conflict of interest" training information from the Town Clerk. This is completed every two years; if received, complete and return to the Town Clerk's office.

The committee discussed the upcoming FY25 Budget meetings and asked if the schedule of Department Heads has been confirmed. We'll reach out to Bill and see if he has prepared this schedule. The initial FY25 Budget presentation is a joint with the Select Board on Wednesday, February 7, 2024 at 7:00PM.

Upon motion moved by Liz Benotti and 2<sup>nd</sup> by to Tim Landy approve the meeting minutes of December 7, 2023 as written.

**VOTED<sup>1</sup>:** To accept the meeting minutes of December 7, 2023 as written. Liz Benotti, Tim Landy, Sandra Beaton, Robert Kenney, Stephen Patt supported the motion.

Advisory adjourned at 7:45pm.

Respectfully submitted

Stephen Walsh, Clerk

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