

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
28 March 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 28 March 2016. Also present were Stephen Curley, Timothy Brennan, James McCollum, John G. Brown, Jr., Stephen Walsh, Richard McManus and Elizabeth Monks. Tonight's meeting is recorded by PAC TV.

The committee reviewed and discussed the response from Sabrina Chilcott/Executive Assistant to the Board of Selectmen regarding the computer maintenance expenses in the Data Processing budget and various other departments. Sabrina explained that Hub Technical Services stands ready to provide the service but the other Department Heads prefer their own vendors. Committee members agreed that the Town should have one IT vendor for all departments for the basics of network support. A response will be sent to Ed Thorne, Town Administrator with this recommendation.

An email received from Gene Fulmine, DPW Director. He is not available to meet with the committee tonight but is available on Monday, April 4, 2016. Gene asked if the committee could send him their questions so he could prepare. The committee agreed to send their questions along to Gene in an email.

Upon motion made by James McCollum and 2nd by Elizabeth Monks following the discussion, it was

VOTED¹: To accept the meeting minutes of 21 March 2016 as amended by making a correction on the date of the minutes in the first paragraph "should be March 21, 2016" not March 14, 2016. The other correction is to the spelling of the word "berm". Stephen Curley, Timothy Brennan, Stephen Walsh and John G. Brown, Jr. supported the motion. Richard McManus abstained.

The committee reviewed the FY17 Budget by page number as follows:

Page 4 – Planning Board, Zoning Board of Appeals, Town Hall/Building Maintenance, (Police Department through the "Longevity" line item) budgets. Upon motion made by Stephen Curley and 2nd by James McCollum following the discussion, it was

VOTED²: To approve Page 4 of the FY17 Budget with a "**HOLD**" on:

- The \$42,439 Agent Salary line item for the Planning Board; why did it go down?
- Town Hall/Building Maintenance Clothing Allowance line item – Ask Ed Thorne about this line item. How is the paid to the employee, W2 or 1099.

Stephen Walsh, John G. Brown, Jr., Richard McManus and Elizabeth Monks supported the motion.

Page 5 – Police Department through the last line item and Fire Department budgets. Upon motion made by James McCollum and 2nd by Timothy Brennan following the discussion, it was

VOTED³: To approve Page 5 of the FY17 Budget with a "**HOLD**" on:

¹⁻⁴The Chairperson did not vote on this motion.

- The line item “Agreements”: what is the definition of “Agreements”. Send Police Chief Wall an email asking for the definition and if Patrol Officers are required to use their own vehicles for police details or do they use the police vehicle.
- Telephone and Gasoline line items.
- Send email to Ed Thorne, Town Administrator asking if we should consider reducing the gasoline line item for all budgets?
- The Fire Chief salary and holiday line items are in question as well as the Gasoline and Copier maintenance – send email to Ed Thorne, Town Administrator about the copier maintenance line item.

Stephen Curley, Stephen Walsh, John G. Brown, Jr., Richard McManus and Elizabeth Monks supported the motion.

Page 6 – Inspectional Services, Emergency Management and Animal Control budgets. Upon motion made by James McCollum and 2nd by Elizabeth Monks following the discussion, it was

VOTED⁴: To approve Page 6 of the FY17 Budget with a “**HOLD**” on:

- Inspectional Services – vehicle maintenance, wiring mileage and natural gas. Send email to Inspectional Services to find out what the mileage is per mile and how many miles are being used? What is the vehicle maintenance?
- Animal Control – gasoline and natural gas line item.

Stephen Curley, Timothy Brennan, Stephen Walsh, John G. Brown, Jr., Richard McManus and Elizabeth Monks supported the motion.

Page 7– Pembroke Public Schools, Department of Public Works, Street Lighting budgets.

- The committee discussed if money was saved in the School budget by not paying the Superintendent salary. The savings was in the FY16 budget. An Assistant Superintendent will now need to be hired.
- DPW – the committee discussed the questions for discussion with Gene Fulmine, DPW Director at their April 4, 2016 meeting. They also have questions on the heating fuel and gasoline line items.

Page 16 – Water Enterprise Fund.

- Drug testing why the difference in cost? Is there additional testing this year or a different test?

The Committee agreed not to take a vote on Page 7 and Page 16. They will review their questions with Gene Fulmine at their April 4, 2016 meeting.

As reviewed on Page 4 of the FY17 Budget the Advisory Committee agreed to send an email to Ed Thorne, Town Administrator asking how Contracted Stipends, Clothing Allowances and Licensing payment is paid to employees. Are these 1099 items or are they like the dog officer, who had to have it added to the W2?

The Advisory Committee adjourned at 9:20PM. The next Advisory Committee meeting is scheduled for **Monday, April 4, 2016**.

Respectfully submitted,

Stephen Curley, Clerk

¹⁻⁴The Chairperson did not vote on this motion.