

TOWN OF PEMBROKE
DRAFT
ADVISORY COMMITTEE MINUTES
27 June 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 27 June 2016. Also present were Stephen Curley, Timothy Brennan, James McCollum, John G. Brown, Jr., Stephen Walsh and Elizabeth Monks.
Absent: Richard McManus

Linda reviewed the correspondence received:

- Conflict of Interest Law Certificates from Town Clerk, Mary Ann Smith. Please follow instructions, sign and return to the Town Clerk.
- Closing FY16 budget message from Town Accountant, Michael Buckley noting all bills must be submitted to his office by July 14, 2016.
- FY16 Financials will be finalized and reviewed by the Board of Selectmen and Advisory Committee on Monday, July 25, 2016.
- The Board of Selectmen will be reviewing the Advisory Committee revised letter regarding topics for discussion at their meeting tonight. A future meeting date with the Board of Selectmen will be determined.

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

VOTED¹: To accept the meeting minutes of 13 June 2016. Stephen Curley, Timothy Brennan, Stephen Walsh and John G. Brown Jr. and supported the motion.

Advisory received a Request for Transfer from The Reserve Fund from Ed Thorne, Town Administrator for replacement of water source heat pump at Town hall in the amount of \$6,200.

Upon motion moved by Stephen Curley and 2nd by Timothy Brennan following the discussion it was

VOTED²: To approve the Request for Transfer from the Reserve Fund from Ed Thorne, Town Administrator for replacement of water source heat pump at Town hall in the amount of \$6,200. James McCollum, John G. Brown, Jr., Stephen Walsh and Elizabeth Monks supported the motion.

It was noted that any repair or purchase over \$10,000 would go out to bid.

Linda opened the discussion regarding the email from Tim Brennan regarding the maintenance of the grounds for all town property. Tim took pictures of town property i.e. town hall, library, council on aging, community center, etc. He noted shrubs are overgrown; memorial plaques' are covered w/debris and one tree at the library is completely dead. Tim also sent his email to Ed Thorne, Town Administrator who in turn forwarded to the DPW.

Is it the responsibility of the DPW to maintain the grounds of Town Property?

¹⁻²The Chairperson did not vote on this motion.

The committee agreed to send a letter to Gene Fulmine, DPW Director with a copy to the Board of Selectmen and DPW Commissioners asking the following questions:

- Is it the responsibility of the DPW to maintain the grounds of Town property in the center of Town specifically; Town Hall, Library, Council on Aging, Community Center, etc.?
- If so, how much time is being spent maintaining the grounds of these properties?
- It was noted that shrubs are overgrown and encroaching Town Memorial plaques' on display. Some of the trees appear to be dead and not cared for however the grass is mowed.
- The Advisory Committee respectfully request a response prior to their next scheduled meeting on Monday, July 25, 2016.

Tim asked what input the Planning Board has regarding development in town; specifically the new Taco Bell and Panera Bread restaurants. He noted the parking pattern seems to be a waste of space. Stephen Curley said the Planning Board confirms the developer plans meet the Town's Zoning regulations. The Planning Board is able to make suggestions and recommendations.

The Advisory Committee's next meeting is scheduled for Monday, July 25, 2016 at 7:30PM; that meeting is scheduled to be recorded by PAC TV.

The Advisory Committee adjourned at 8:04PM.

Respectfully submitted,

Stephen Curley, Clerk

¹⁻²The Chairperson did not vote on this motion.