

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
19 September 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 19 September 2016. Also present were Stephen Curley, James McCollum, Timothy Brennan, John G. Brown, Jr., Stephen Walsh, Richard McManus and Elizabeth Monks.

Linda acknowledged that Tim Brennan was invited to represent Advisory as a member of the Revenue and Budgetary Subcommittee. Tim noted he was emailed the day before the first meeting to see if he would be available to represent Advisory. Tim will keep Advisory informed.

Mary Ann Smith, Town Clerk met with the committee regarding her request for \$33,500 from Free Cash to purchase new voting machines submitted in Article 1 of the Special Town Meeting Warrant. The last voting machines purchased were in 1996. The State is asking Towns to purchase new ones although funding is not being provided. Mary Ann received two bids; one from LHS Associates of New Hampshire and ES&S of Nebraska. Although the bid from ES&S is less it does not include the same services by LHS Associates. Mary Ann has been working with LHS Associates and has a good relationship with the company. They have been very accommodating. The Representative resides in Marshfield and is onsite within an hour of a call for service. ES&S is located in Nebraska. Mary Ann noted this is an upgrade. Advisory will take her request under advisement.

Mary Ann is also requesting a salary increase. She completed a survey of Towns with the same population; her salary is much lower. Her current salary is \$77,831; she is requesting an increase of \$5,169 to adjust her salary to \$83,000. She has submitted this request to Ed Thorne, Town Administrator and the Board of Selectmen. The last increase she received was 2% in July. Mary Ann noted nine years ago her full time staff retired and she now has two part time staff; one works two days a week and one works three days a week. They are retired town employees. This has saved the Town \$100,000 over the past ten years.

The committee thanked MaryAnn for meeting with Advisory.

Rick Wall, Police Chief met with the committee regarding his requests submitted in Article 1 of the Special Town Meeting Warrant.

Portable Police Radios - \$35,095 from Free Cash

Chief Wall displayed the current model (Motorola HT1250) now 7 to 10 years old and no longer manufactured. He noted the reconditioned ones are starting to fail. His current staff is 21 FT and 27 PT officers. His department will need to purchase 60 APX 4000 radios; this request is for 15 radios. He would like to request 15 radios a year then recycle through his team. These radios will begin the transition to new digital communication. These phones have a warranty, no monthly charge and on the State bid list.

Marked Police Cruiser - \$53,172 from Free Cash

Chief Wall noted to keep these front line cruisers in shape he needs to stay on course to purchase two vehicles each spring and recycle these vehicles. Four cruisers are used every day using approximately 45,000 miles per year each with a three year warranty. He has 2 Lieutenants and 1 Detective putting 12,000 to 15,000 miles on these recycled vehicles each year.

Unmarked Police Cruisers (3) - \$100,000 by Borrowing

Chief Wall noted there are no back up cars in his fleet of vehicles. At one time he had one or two spare vehicles. He has one 2011 4 wheel drive vehicle with 145,000 miles that is kept for

¹The Chairperson did not vote on this motion.

use by Special OPS and Boat Rescue. This request is for three new all-wheel drive Ford Taurus Police Packages with lights & siren and two-way radio.

Appendix B – Police Regulations

After reviewing this appendix Linda Peterson, Advisory Chairperson is suggesting omitting the dollar amount for a permit fee and instead re-word as “fee to be determined”. She will forward her marked up copy with her notes to Chief Wall.

The committee thanked Chief Wall for meeting with Advisory.

Michael Buckley, Town Accountant met with the committee to review funding for Articles on the Special Town Meeting Warrant. Total available Free Cash is \$2,252,832. He is planning for a 15% increase in Health Insurance; Collective Bargaining Agreements are still in negotiation; Plymouth County Retirement Assessment if there is a pension shortfall. Tim Brennan asked Mike if he knew to be a member of the Plymouth County Retirement you must be a Town Employee. Mike said yes, he was aware. Tim noted as a tax payer the town residents have no say. Tim asked Mike what is the town’s relationship with the Board. Mike said the Plymouth County Retirement does a study every two years; that study is due out soon.

For FY18; preparing for a 15% Health Insurance increase; recommending keeping \$200,000 in Free Cash. Due to debt refinancing by Kathleen McCarthy, Treasurer/Collector there is a savings of \$400,000; this is a savings of eight cents on the dollar of new tax rate.

The request for a Turf Field should be debt exclusion. Water Surplus totals \$700,000. Paying last year’s Snow & Ice Deficit. Article 7 – Special Injury Leave Indemnity Fund authorized under “An Act to Modernize Municipal Government” recommending \$50,000. Mike noted that Free Cash would not be 2.2M next year.

Advisory suggested a message be included in the Special Town Meeting Warrant outlining the financial state of the town. Mike agreed it should be written by himself, Ed Thorne, Town Administrator and/or Board of Selectmen.

The committee thanked Michael Buckley for meeting with Advisory.

Jason Federico, DPW Commissioner met with the committee regarding the DPW requests submitted in Article 1 and Article 14 of the Special Town Meeting Warrant.

Well Repairs \$32,000 from Water Surplus

The Town’s wells need to be rehabbed. One of the town’s Wells was out of commission; you may have noticed the dirty water. This money will be spent on fixing the Wells in late fall.

Flushing Program - \$10,000 from Water Surplus

Pay Engineer for Directional flow and clean water mains.

Radio Telemetry Upgrade - \$55,000 from Water Surplus

This is a telemetry upgrade. Water structure (on/off) is done over the phone lines. This would move to a radio system that would improve communicating with each other.

New Source Exploratory Pump Tests - \$60,000 from Water Surplus

The Swanberg property is located on route 53. Is it a valid Well site? DPW will get two more estimates.

Article 14 – DPW Feasibility Space Needs Study - \$30,000 borrowing

¹The Chairperson did not vote on this motion.

This study will look at the DPW current space and alternative sites such as existing site next to Cristina's Restaurant on Route #53. The goal is not to purchase land. The current building was built in 1955. It contains asbestos, has no exhaust, no truck wash, not enough space for truck storage. Jason provided pictures of the facility to the committee for their review. The committee asked if the DPW would consider using a fuel card program instead of having a fueling station on the DPW site. Jason said it's something to consider. Jason estimates the new structure would cost approximately 5 million dollars.

Other questions discussed with Jason were:

Town Property Maintenance Jason's suggestion is to hire competent summer help with some knowledge of the job for these maintenance projects. Overgrown grass on the Washington Street sidewalks was discussed; more sidewalks are being added on Route 14; how will DPW maintain these? He spoke about the "golden goose" which is employees working overtime during the winter months and using comp time during the summer months. He also noted two of their lawnmowers were not working this summer.

Snow & Ice Deficit - Jason does not track this budget but will be reviewing this more closely. He doesn't believe snow per miles is tracked but he is suggesting mapping out snow plow routes. He was asked why DPW is plowing the School if the School Department has their own equipment. Jason said the School turned it over to the DPW.

DPW Office Telephone – Jason was asked if he heard of any complaints that the main DPW phone is not being answered. He said this was the first he heard of it.

Equipment Surplus and how it is auctioned – Jason said they are auctioned on the statewide central register. He was asked if he was aware of a member of the DPW winning bids on the town's auctioned equipment and then selling items on eBay for double or even more.

The committee thanked Jason Federico for meeting with Advisory. It would be beneficial if the DPW Commissioners met with Advisory a few times a year. He provided his email address for future communications.

Upon motion moved by James McCollum 2nd by Stephen Curley following the discussion it was

VOTED¹: To accept the meeting minutes of 12 September 2016. Stephen Walsh, John G. Brown Jr. and Elizabeth Monks supported the motion. Timothy Brennan and Richard McManus abstained.

The Advisory Committee's next meeting is scheduled for Monday, September 26, 2016 at 7:30PM.

The Advisory Committee adjourned at 9:20PM.

Respectfully submitted,

Stephen Curley, Clerk

¹The Chairperson did not vote on this motion.