

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
19 December 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 19 December 2016. Also present were Stephen Curley, Timothy Brennan, James McCollum, John G. Brown, Jr., Stephen Walsh, Richard McManus and Elizabeth Monks. Guests: Anna Seery, Council On Aging Director
Gene Fulmine, DPW Director, DPW Commissioners: Paul Whitman, Ben Bastianelli, III, Jason Federico

Linda Peterson opened the meeting by welcoming Anna Seery, Council on Aging Director. Anna submitted two Requests for Transfer from the Reserve Fund. The first request is for \$1,591.00 to install/relocate existing computer cables. The second request is for \$1,240.00 to cover the cost of labor to move the network equipment. All work to be completed in the Council on Aging building.

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

VOTED¹: To approve the two Request for Transfer from the Reserve Fund submitted by Anna Seery, COA Director and Cathy Salmon, IT Committee Chairperson for the installation/relocation of existing computer cables in the amount of \$1,591.00 and the other request for \$1,240.00 to cover the cost of labor to move the network equipment. All work to be completed in the Council on Aging building. Timothy Brennan, John G. Brown Jr., Stephen Walsh, Richard McManus and Elizabeth Monks supported the motion.

Linda welcomed Gene Fulmine, DPW Director to review FY18 Budget. DPW Commissioners also present: Paul Whitman, Ben Bastianelli, III and Jason Federico.

- Linda asked Gene what is different in his budget for FY18. Gene said he added \$20,000 for summer help and \$300,000 for paving management. Gene noted that Michael Buckley, Town Accountant asked for the last five year average and increase by 1 ½ - 2%. The DPW Collective Bargaining Agreement with employees is probably one meeting away from a three year contract. Linda asked if there is language in the contract regarding comp. time. Gene said yes, they have their choice; they can be paid overtime or take as comp. time. The Collective Bargaining Agreements are negotiated by the Board of Selectmen. The DPW Commissioners said they have asked for a seat at the table. Because the DPW employees are able to take comp. time for working overtime this leaves the department under staffed in the summer months. Only two employees per department can take comp. time at the same time and they must provide a 3 day notice or their request can be denied. The maximum accrual is 160 hours; once reached they must start taking the time. Gene also noted that his request for summer help is usually the first item cut from the budget in first round cuts.
- Tim asked Gene about salt for the winter; is the plan to start using what is on hand before buying more. Gene said he currently has 4,000 tons to start which is his goal for the beginning of each winter season. Linda asked how much was used on Saturday, December 17, 2016 (the first snow storm of the winter). Gene said 350 tons. The drivers are assigned their own routes. Linda questioned why sanders would be 15 minutes apart going in the same direction? Gene said he would have to look into that. Jason said that the DPW will be implementing their Snow & Ice Operations Program

³The Chairperson did not vote on this motion.

Software next winter. This program will track every Contractor, how many trucks doing the plowing and we'll be able to know how much money plowing/sanding costs the town. Gene said he has approximately 14-16 trucks plowing and 7-8 trucks sanding (2 of the sanding trucks can also plow). He has 30-35 contractors working this winter; contractor plowing rates depends on the type of truck they use. Pembroke has 110 miles of road. There are two trucks per route with 28-30 routes. Gene will submit a copy of the snow plowing contractor rates to Advisory. Gene said the first storm of the season on Saturday, December 16, 2016 Pembroke received 3 inches. He now receives certified snow measuring; this program cost \$100.00.

- Stephen Walsh asked about plowing the schools. Gene said they have decreased the number of plows at the schools. Stephen noted being at the school on Saturday, December 17, 2016 and saw plowing equipment with no license plates attached. Gene said all equipment must be insured and he has copies of their insurance policies as they are required to add The Town of Pembroke to their policy. Linda asked how to resolve some of these issues such as the town plowing the schools; should the school department be plowing with their own equipment. These topics could be brought to the Board of Selectmen.
- Gene was asked about the Barker Street permanent trenches state project. He said it is not completed yet but some are OK. The cost of asphalt increases this time of year from \$73 ton to \$150 ton and asphalt hot mix is not an option in winter unless there is several days of unseasonable weather.
- Tim asked about landscaping in the summer; Gene said he would need two DPW employees for landscaping. The DPW decorated the town green for the holidays and it took one week. Gene was asked why it took so long. Gene said the work order came from the Board of Selectmen. He moved employees from the cemetery for this project which received backlash as a headstone was removed for a funeral and was not put back timely; the family was upset. John Brown asked Gene if he would work with the Sherriff's Department this year for road cleaning projects, etc. Gene said yes. They only work four hours a day and he buys the workers lunch.
- Jason Federico was asked how he would fund the Snow and Ice Operations Program Software. He said he would like to take funds from the FY17 Snow and Ice budget. The cost would be \$10,000 to \$15,000. Jason plans to make this proposal to the Board of Selectmen.

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

VOTED²: To support the proposal to fund the Snow and Ice Operations Program Software from the FY17 Snow & Ice budget. Timothy Brennan, James McCollum, John G. Brown Jr., Richard McManus and Elizabeth Monks supported the motion.

- The DPW has received the RFP's for the new DPW Garage. Three of them are scheduled to meet with the DPW on Monday, January 9, 2017.
- Water Enterprise Budget – Gene said the DEP is now requiring hydrant flushing in the spring and fall. He increased the overtime line item to cover the increased flushing. He moved the clothing allowance to a separate line item.

³The Chairperson did not vote on this motion.

- Street sweeping – $\frac{3}{4}$ of the town was completed. Submitted 2nd highway safety bid; the first bid was thrown out because it was too late. The prevailing wage rate is set by the Teamsters.

The committee thanked Gene, Paul, Ben and Jason for coming.

The committee reviewed the correspondence received:

- Annual Report FY16 due to Board of Selectmen by January 31, 2017. Linda will prepare this document.

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

VOTED³: To accept the meeting minutes of 05 December 2016. Stephen Curley, James McCollum, John G. Brown Jr., and Elizabeth Monks supported the motion. Richard McManus abstained.

- Advisory is in receipt of the FY18 Town Clerk Budget. Mary Ann Smith is scheduled to meet with Advisory on Monday, January 9, 2017.
- The completion of the Town Government Study Survey – the committee will table for discussion at their next meeting.
- The committee discussed the response from Ed Thorne, Town Administrator for copies of minutes from the Board of Selectmen meetings which contain Collective Bargaining Agreement discussions. It was noted that the minutes received don't meet the requirements of the "Open Meeting Law". The committee agreed to respond to the Board of Selectmen thanking them for providing copies of these minutes but the committee is having difficulty understanding the content, lacking content of what was discussed. The phrase used "discussion ensued", lacks detail. Is Town Counsel in agreement with lack of detail? This is something Advisory would like to see corrected moving forward.

Advisory is scheduled to meet with the Board of Selectmen on Monday, January 23, 2017 @7:00PM – this topic can be added to the agenda for discussion.

The next Advisory Committee meeting is scheduled for Monday, January 9, 2017 at 7:00PM

The Advisory Committee adjourned at 9:00PM.

Respectfully submitted,

Stephen Curley, Clerk

³The Chairperson did not vote on this motion.