

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
22 MAY 2017

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 22 May, 2017. Also present were Stephen Curley, Timothy Brennan, James McCollum, John G. Brown, Jr., Stephen Walsh, Richard McManus and Elizabeth Monks
Guest: Mr. Bryant

Linda opened the meeting by discussing reorganizing the Advisory Committee. Linda Peterson, Chairperson and Stephen Curley, Clerk terms are renewing this year.

Upon motion moved by Stephen Walsh and 2nd by John G. Brown, Jr. following the discussion it was

VOTED¹: To re-elect Linda Peterson as Chairperson of Advisory Committee; she agreed. Stephen Curley, Timothy Brennan, James McCollum, Stephen Walsh, Richard McManus and Elizabeth Monks supported the motion.

Upon motion moved by Stephen Walsh and 2nd by John G. Brown, Jr. following the discussion it was

VOTED²: To re-elect Stephen Curley as Clerk of Advisory Committee; he agreed. Timothy Brennan, James McCollum, Richard McManus and Elizabeth Monks supported the motion.

Three Advisory Committee member terms expire 2017; Timothy Brennan, Stephen Walsh and Elizabeth Monks.

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

VOTED³: To re-elect members Timothy Brennan, Stephen Walsh and Elizabeth Monks of Advisory Committee. John G. Brown, Jr., Richard McManus and Linda Peterson supported the motion.

The committee received a Request for Transfer from the Reserve Fund from the Planning Board in the amount of \$1,500 to cover overtime for the Planning Board Assistant. This position was previously salaried, changed to hourly (union) with the new hire in July 2016. The original estimate was insufficient.

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

VOTED⁴: To approve The Request for Transfer⁴ from the Reserve Fund from the Planning Board in the amount of \$1,500 to cover overtime for the Planning Board Assistant. James McCollum, John G. Brown, Jr., Stephen Walsh Richard McManus and Elizabeth supported the motion.

^{1,2,4,5,6}The Chairperson did not vote on these motion.

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

VOTED⁵: To accept the meeting minutes of 01 May 2017. Timothy Brennan, John G. Brown, Jr., Stephen Walsh and Elizabeth Monks supported the motion. Richard McManus abstained.

Upon motion moved by Elizabeth Monks 2nd by Timothy Brennan, following the discussion it was

VOTED⁶: To accept the minutes of 09 May 2017. Stephen Curley, James McCollum, John G. Brown Jr., Stephan Walsh and supported the motion. Richard McManus abstained.

Linda discussed the schedule for Advisory Meetings in June. The committee will meet on Monday, June 5, 2017 and June 19, 2017. There may be one meeting in July; possibly July 10, 2017 but not yet confirmed.

Linda referred to Tim's email regarding thoughts from the May 9, 2017 Annual Town Meeting. Timothy began saying he has lots of thoughts from the meeting.

1. Advisory has asked both Ed Thorne, Town Administrator and Michael Buckley, Town Accountant to present the Town's financials prior to the start of The Annual Town Meeting so residents understand the financial position of the town. Two of the last three Town Meetings a resident asked this question. Advisory should make a formal recommendation to the Board of Selectmen. It was recommended to reach out to ATFC to see what other towns are doing.
2. When Fire Chief Hill submitted his Article to hire two Firefighters with the Ambulance Fund line item, it was inappropriate for Michael Buckley, Town Accountant who is not a resident to agree with this recommendation. Advisory should recommend to the Board of Selectmen that the town would benefit from a full time Accountant. Stephen Walsh noted we are not assessing the cost of healthcare with the town departments. Stephen Curley said Selectmen Matthew Furlong posts the Board of Selectmen agenda on Facebook every week. He said he asked the question "when is the Board of Selectmen going to do a long term study" but received no response.
3. When Lew Stone, Board of Selectmen Chairperson said "we worked with our financial people and decided all we could do was 2% raise; what did he mean. Advisory should plan to meet with the Board of Selectmen quarterly. Advisory will send an email to the Board of Selectmen with a request to meet quarterly.
4. The Police, Fire and DPW are all looking for new stations but the Planning Board is not involved. The need for a 5-10 year study is so important.
5. OPEB analysis and payment plan. The Board of Selectmen should send a letter to the Plymouth County Retirement Board.
6. Collective Bargaining Agreements – definition of "comp time". The language is ambiguous; how does Town Counsel interpret this language. Also, negotiation notes should be part of the minutes and public record and should be able to get that information.
7. Snow & Ice removal for the schools – Stephen Walsh recommends all department heads should meet together and share ideas. The town operates with two contracts for trash and copy machines, etc.
8. Advisory should be able to obtain a monthly financial report that includes all Revenue line items compared to last year. The budget is growing every year. Advisory will request this report from Ed Thorne, Town Administrator.
9. There is a town employee working in town hall in a permanent capacity that would benefit from granting permits; also working as a real estate agent. It appears this is a conflict of interest. Stephen Curley addressed this with Ed Thorne, Town Administrator two months ago. Timothy will follow-up with Ed.

^{1,2,4,5,6}The Chairperson did not vote on these motion.

Stephen Curley suggested scheduling a meeting with Ed Thorne, Town Administrator to discuss the budget cycle for FY19. Ed, Mike and the Board of Selectmen have continued to get a consensus budget. It doesn't make sense that Advisory meet with department heads when Advisory can focus on other important work. He also suggested that once the Annual Town Meeting Warrant Articles are available we invite Ed Thorne to meet with Advisory to review and discuss.

The committee also discussed considering meeting on an alternate evening; maybe Tuesday or Wednesday. Members should think about it.

Elizabeth asked about Advisory reviewing the Town By-Laws over the summer. The committee should think about that.

The next Advisory meeting is scheduled for Monday, June 5, 2017 at 7:30pm.

The Advisory Committee adjourned at 8:45pm.

Respectfully submitted,

Stephen Curley, Clerk