

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
2 OCTOBER 2017

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 2 October, 2017. Also present were, Timothy Brennan, James McCollum, John G. Brown, Jr. Stephen Walsh, and Elizabeth Monks

Absent: Stephen Curley

Guest: Michael Buckley, Town Accountant and Sabrina Chilcott, Executive Assistant to the Board of Selectmen

Linda opened the meeting welcoming Michael Buckley, Town Accountant. Mike distributed a document explaining the funding for the Special Town Meeting Articles.

- He was first asked about Article 15 to amend Schedule C of the Classification and Compensation By-laws replacing position of part-time laborer to position of laborer. Mike said the article asked to take out the word "part-time" The Board of Selectmen voted "Favorable Action".
 - Mike explained that \$570,000 of the FY19 budget will go to savings/free cash; \$210,000 for Fire Department is in the borrow category.
 - IT cost for the Town and School Dept. with recurring fee of \$50,000. Both the school department and the town will all be on one financial network. Things will work better with the flow of information. The town will own the system but recurring expenses will be shared. Mike said the town is applying for a \$40,000 grant to assist with the cost.
 - Article 6 – Fire Fighter Contract – Board of Selectmen voted "Favorable Action". \$173,191 budgeted for FY19.
 - Article 7 – Police regulations – adding a new section "Special Events" – The Board of Selectmen voted "Favorable Action".
 - Article 11 – Changing the title of the Board of Selectmen "Executive Assistant" to "Assistant to the Town Administrator". Mike explained it's a paper transaction with a step increase proposal. Linda asked what happens if the position of Town Administrator changes to Town Manager. She said the position should change not the person in the position. Mike said this gives the Selectmen's office continuity when Ed is not here. Mike said for example when he's out of his office there's continuity with his Assistant. Mike noted that the Treasurer's office and Assessor's office both have Assistants. Linda said this is a new position with a 6% increase. Mike said this is what the town needs. Linda said it should be two separate things; change the title and then come back in the spring for the increase. Mike said it's the title that is changing; no new money is needed as they are shifting one of the principal clerks salary over to Passports.
 - Article 12 – Space and Needs study by Public Safety Building Committee – they will make a presentation at the Special Town Meeting.
 - Article 13 – DPW new facility – may be pulled but the DPW plans to make a presentation at the Special Town Meeting.
 - Article 17 – Part-time step increase submitted by the Library Director. Mike said the practice of the Library is to give their part-time employees a step every year (there are only two steps). This change will impact the Recreation Department and Town Landing employees. Mike did not have the financial impact for this change.
 - Timothy Brennan asked Mike about the status of the Silver Lake Escrow fund. Mike said there is 2 1/2 to 3 years left.
 - Article 3 – Workman's Compensation Fund – Mike asked Advisory for their support to start this fund.
 - Tim also asked about the Ambulance Fund. If it's a general fund could it be used to fund Police Dept.? Mike said no. The fund is used for what the funds are derived from to off-set
- ¹⁻¹⁴ The Chairperson did not vote on these motion.

the budget. To buy ambulances, pass through paramedic details. He said the Police Dept. receive 10% of their details as they're billed at 110%. Linda asked if the Police salaries and police details can be separated out to two separate line items to be more transparent. Mike said this would be a question for the Town Treasurer.

- Linda asked Mike why we have spring water in some departments: why can't they use town water. Mike said it's a management decision and every department has one.

Advisory thanked Mike for coming.

The committee reviewed the STM Articles as follows:

Article 1 – To see if the town will vote to raise and appropriate, transfer from available funds and/or authorize the Treasurer to borrow, a sum or sums of money, to be expended for capital projects and/or equipment in accordance with the following capital budget schedule which is incorporated by reference herein, or take any other action relative thereto.

Upon motion moved by James McCollum 2nd by Timothy Brennan following the discussion it was

VOTED¹: Favorable Action for Article 1 – John G. Brown, Jr., Stephen Walsh and Elizabeth Monks supported the motion.

Article 6 – Fire Fighter Contract – Tim said Advisory should not have a position and should be voted Town Meeting Floor. Linda said if so, Advisory should make a statement as to why Advisory voted for Town Meeting Floor.

Upon motion moved by Timothy Brennan 2nd by James McCollum following the discussion it was

VOTED²: Town Meeting Floor for Article 6 – John G. Brown, Jr., Stephen Walsh and Elizabeth Monks supported the motion.

Article 7 – To see if the town will vote to amend the Town of Pembroke By-laws, Article XX- Police Regulations by adding a new Section 15A- Special Events.

Upon motion moved by James McCollum 2nd by John G. Brown, Jr., following the discussion it was

VOTED³: Town Meeting Floor for Article 7 – Timothy Brennan, Stephen Walsh and Elizabeth Monks supported the motion.

Article 11 – to see if the town will vote to amend Schedule A, classification and compensation By-laws, as adopted by the May 9, 2017 Annual Town meeting by deleting the position of Executive Assistant, SA-19 and replacing it with the position of Assistant to the Town Administrator, SA-24 at the rate of: Step 1 \$67,597; Step 2 \$71,155; Step 3 \$74,900

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

VOTED⁴: Favorable Action for Article 11 – James McCollum, John G. Brown, Jr., and Elizabeth Monks supported the motion.

Article 12 – Space and Needs Study submitted by Public Safety Building Committee was withdrawn. They will make a presentation at the Special Town Meeting.

Article 13 – DPW facility may be withdrawn. The Board of Selectmen voted "Town Meeting Floor". The DPW will make a presentation at the Special Town Meeting.

¹⁻¹⁴ The Chairperson did not vote on these motion.

Upon motion moved by John G. Brown, Jr., 2nd by James McCollum following the discussion it was

VOTED⁵: Town Meeting Floor for Article 13 – Timothy Brennan, Stephen Walsh and Elizabeth Monks supported the motion.

Article 14 –To see if the town will vote to raise and appropriate and/or transfer from available funds, a sum of money to be expended for the purpose of hiring two (2) full-time police officers, or take any other action relative thereto.

Mike said the last sentence has been stricken. The Police Department will use funding from their budget.

VOTED⁶: Following the discussion, motion to reconsider vote of **Unfavorable Action** for Article 14 moved by James McCollum 2nd by. Stephen Walsh, John G. Brown, Jr., and Elizabeth Monks supported the motion. Timothy Brennan abstained.

VOTED⁷: Following the discussion, vote changed to **Favorable Action** moved by James McCollum 2nd by John G. Brown, Jr. Timothy Brennan, Stephen Walsh and Elizabeth Monks supported the motion.

Article 15 – To see if the town will vote to amend Schedule C of the Classification and Compensation By-laws, as adopted by the May 9, 2017 Annual Town Meeting by deleting the position of Part-time Laborer, SC-4 and replacing it with the position of Laborer, or take any other action relative thereto.

VOTED⁸: Following the discussion, motion to reconsider vote of **Unfavorable Action** for Article 15 moved by James McCollum 2nd by. Stephen Walsh, John G. Brown, Jr., and Elizabeth Monks supported the motion. Timothy Brennan abstained.

VOTED⁹: Following the discussion, vote changed to **Favorable Action** moved by James McCollum 2nd by John G. Brown, Jr. Timothy Brennan, Stephen Walsh and Elizabeth Monks supported the motion.

Article 17 – To see if the town will vote to amend Section 34, part-time step increase, of the Town of Pembroke Classification and Compensation By-Laws to read: “Part time personnel may be eligible for a step increase after one year”, or take any other action relative thereto.

Upon motion moved by James McCollum 2nd by Timothy Brennan following the discussion it was

VOTED¹⁰: Favorable Action for Article 17 – John G. Brown, Jr., Stephen Walsh and Elizabeth Monks supported the motion.

Upon motion moved by James McCollum and 2nd by Stephen Walsh the meeting minutes of September 25, 2017 was

VOTED¹¹: To accept the meeting minutes of 25 September 2017. Stephen Curley, John G. Brown, Jr. and Elizabeth Monks supported the motion. Timothy Brennan abstained

¹⁻¹⁴ The Chairperson did not vote on these motion.

The committee reviewed and discussed the Advisory FY19 Budget. Linda suggested adding \$9.00 to the Dues line item for a new total of \$245.00.

Upon motion moved by James McCollum and 2nd by Stephen Walsh to increase the Advisory FY19 Budget Dues line item by \$9.00 was

VOTED¹²: To increase the Advisory FY19 Budget Dues line item by \$9.00. Timothy Brennan, John G. Brown, Jr. and Elizabeth Monks supported the motion.

Linda noted that Stephen Curley volunteered to join the Community Compact Committee created by Ed Thorne, Town Administrator. Steve will keep Advisory updated.

Tim said he will trim the Pembroke Liability Analysis Report to 10-15 slides and have ready for the next Advisory meeting.

The next Advisory meeting is scheduled for Monday, October 16, 2017 at 7:00pm. Advisory is scheduled to meet with the Board of Selectmen and Steve Dodge, Town Administrator to review the process and procedures for the Special Town Meeting.

Advisory will not meet on Monday, October 23rd but instead meet at 6:30PM on Tuesday, October 24, 2017 prior to the Special Town Meeting at the Pembroke High School.

Linda will be on vacation November 6 and 13.

The Advisory Committee adjourned at 9:00 pm.

Respectfully submitted,

Stephen Curley, Clerk

¹⁻¹⁴ The Chairperson did not vote on these motion.