

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
19 MARCH 2018

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 19 March 2018. Also present were Stephen Curley, James McCollum, John G. Brown, Jr. Stephen Walsh, Elizabeth Monks and Maria Karas.

Linda opened the meeting to adjourn to join the Board of Selectmen meeting.

Advisory joined the Board of Selectmen meeting in progress.

- Erin Obey, Pembroke School Department Superintendent and Michael Tropeano, School Committee Vice-Chairperson had begun their FY19 Budget presentation. Erin reviewed the priorities for school year 2018/2019 with an explanation of full day kindergarten – budget neutral; their budget process; reduction and next steps. Stephen Curley asked Erin to explain the cost of students choosing to attend out of town vocational schools. Erin noted that the cost of the student attending a school out of district is the financial responsibility of Pembroke. The cost per year for a student attending Pembroke High School is \$12,000; Norfolk County Agricultural School - \$24,000; South Shore Vo-tech \$17,000 and Sliver Lake \$ 10,000 plus the cost transportation. The student aid received from the state is \$7,000 per student. The School Committee is scheduled to meet with both Senator DeMacedo and Representative Josh Cutler on April 3, 2018 and as in past years will continue to ask for reimbursement of transportation. Michael Tropeano noted the state reimburses regional schools such as Whitman-Hanson for out of district student transportation.
- Michael Buckley, Town Accountant provided FY19 budget proposals for three ATM Warrant Articles submitted by the DPW Commissioners requesting \$300,000 for pavement maintenance; Police Chief requesting \$155,326 to hire two additional police officers; Fire Chief requesting two additional two firefighter/paramedics. If the Board of Selectmen approves the override total would be \$708,000 the resident property tax increase for a \$375,000 home is estimated to be \$105.00 annually (\$.28 per \$1,000). These Articles will be voted at the Annual Town Meeting May 8, 2018 and added to the ballot for Town Election vote on May 12, 2018. The Board of Selectmen discussed the question of how to include these three questions on the ballot due to lack of space. Should it be a three part question?

Advisory adjourned from the Board of Selectmen meeting at 7:45PM and reconvened their meeting.

Advisory continued the discussion.

Stephen Curley said the town will probably get 150 residents to attend Town Meeting and approximately 3000 residents at the Town Election. Maria Karas asked if the town audits money spent. Stephen Curley said yes a CPA audit is conducted yearly.

Linda and the committee reviewed and discussed the correspondence received:

- Michael Buckley, Town Accountant submitted the FY17 and FY18 revolving fund balance information requested by Advisory. It was noted that the Recreation fund continues to go up. They're putting limits on what they can spend; not what they can put in. Committee members discussed that an Article would need to be submitted and voted at town meeting to have the remainder of the fund go back to the general fund. Stephen Walsh noted Recreation Commission could change it into an Enterprise fund and cover the cost of their employees and health insurance. Linda suggested Advisory put in on the back burner for now.

¹⁻⁹The Chairperson did not vote on these motion.

- Catherine Salmon, Chief Assessor submitted her response to Advisory's question around Article 14; to see if the town will adopt a minimum value of \$10,000 for the issuance of personal property tax bills. She noted that the town has a \$3,000 minimum personal value for taxation. If your property value is \$2,900 you don't get a personal property tax bill. By increasing to \$10,000 this will reduce this from 340 accounts to 140 accounts that must be tracked, inspected and valued annually. **All agreed that Cathy's response made sense.**
- John Brown rejoined Advisory meeting at 8:10PM and noted that the Board of Selectmen voted the override for the three Articles discussed and also voted to have one question with three separate questions added to the ballot

Advisory amended their vote regarding the Request for Transfer from the Reserve Fund from Police Chief Wall, previously submitted, in the amount of \$15,295.50 funding for police cruiser lost to fire – new one is on order. The total funding needed to replace this cruiser is \$34,098.50.

Upon motion moved by James McCollum 2nd by Stephen Curley to **amend** their vote from 3/12/18 as follows:

Upon motion moved by Stephen Curley and 2nd by Stephen Walsh the Request for Transfer from the Reserve Fund in the amount of \$34,098.50 was approved. If the insurance money from the damaged cruiser is available from the General Fund for the purchase of the new cruiser, Advisory will amend their vote to approve the original request of \$15,295.50

VOTED¹: To approve the Request for Transfer from the Reserve Fund in the amount of \$34,098.50. If the insurance money from the damaged cruiser is available from the General Fund for the purchase of the new cruiser, Advisory will amend their vote to approve the original request of \$15,295.50. James McCollum, John G. Brown, Jr. Elizabeth Monks and Maria Karas supported the motion.

Upon motion moved by James McCollum and 2nd by Stephen Curley the Request for Transfer from the Reserve Fund in the amount of \$15,295.50 was approved as **amended**

VOTED²: To approve and amend the Request for Transfer from the Reserve Fund in the amount of \$15,295.50. John G. Brown, Jr. Stephen Walsh, Elizabeth Monks and Maria Karas supported the motion.

This updated vote will be forwarded to Michael Buckley, Town Accountant.

- Advisory received a response regarding their question from the Board of Selectmen regarding **Article 7** is a new Article establishing and authorizing revolving funds for certain Town departments, boards, committees, agencies or officers. **Article 8** sets the limits of the revolving accounts. Linda noted that the Town Treasurer/Collector limit on spending is included in Article 8 but not in Article 7. **This was an oversight and has been corrected. A revised Annual Town Meeting Warrant was distributed at tonight's meeting.**
- Ed Thorne, Town Administrator answered the other question regarding **Article 11** – To see if the Town will vote to raise and appropriate, transfer from available funds and/or otherwise provide the sum of \$17,500 to provide Pembroke's 50% share of the treatment of Lower Chandler Mill. Linda asked why Pembroke is paying for this if the ponds are owned by the state. **Ed said it is the responsibility of the town.**

Advisory reviewed and discussed the Special Town Meeting Warrant
Article 4 & 5 –

DPW is requesting \$105,000 for the purchase of one 550 Dump Truck, plow and sander, one new dump body and hoist for the Water division and \$100,000 for the purchase of one 550 Dump Truck

¹⁻⁹The Chairperson did not vote on these motion.

and plow and one new Kubota Buggy for the Cemetery Division. Advisory is asking what the Water Department will do with this dump truck and why the Cemetery division needs this dump truck and how they plan to pay for it. Advisory agreed to send an email to Gene Fulmine, DPW Director and Jason Federico, DPW Commissioner. Advisory is also asking for the balance of the Water surplus fund.

Elizabeth Monks left the meeting at 8:39PM.

Article 2 – Linda noticed in error in the amount of the Article asking for the sum of \$18,375 when the Article totals \$11,387. Advisory agreed to ask Sabrina Chilcott if this was an oversight.

Advisory reviewed and discussed the Annual Town Meeting Warrant

Article 7 was updated to include “Treasurer/Collector”. This was missing from the previous version.

Article 9 – To see if the town will vote to authorize the Board of Selectmen to enter into contract with Massachusetts Department of Transportation for the construction and maintenance of public highways for the ensuing year, or take any action relative thereto.

Upon motion moved by Stephen Curley and 2nd by James McCollum, Favorable Action for Article 9 To see if the town will vote to authorize the Board of Selectmen to enter into contract with Massachusetts Department of Transportation for the construction and maintenance of public highways for the ensuing year, or take any action relative thereto.

VOTED³: Favorable Action for Article 9 - To see if the town will vote to authorize the Board of Selectmen to enter into contract with Massachusetts Department of Transportation for the construction and maintenance of public highways for the ensuing year, or take any action relative thereto, John G. Brown Jr., Stephen Walsh and Maria Karas supported the motion.

Article 11 – To see if the Town will vote to raise and appropriate, transfer from available funds and/or otherwise provide the sum of \$17,500 to provide Pembroke’s 50% share of the treatment of Lower Chandler Mill, or take any other action relative thereto.

Upon motion moved by Stephen Walsh and 2nd by James McCollum, Favorable Action for Article 11 To see if the Town will vote to raise and appropriate, transfer from available funds and/or otherwise provide the sum of \$17,500 to provide Pembroke’s 50% share of the treatment of Lower Chandler Mill, or take any other action relative thereto.

VOTED⁴: Favorable Action for Article 11 - To see if the Town will vote to raise and appropriate, transfer from available funds and/or otherwise provide the sum of \$17,500 to provide Pembroke’s 50% share of the treatment of Lower Chandler Mill, or take any other action relative thereto. Stephen Curley, John G. Brown Jr., and Maria Karas supported the motion.

Article 12 – PASS

Article 13 – To see if the town will vote to raise and appropriate, transfer from available funds and/or otherwise provide the sum of \$45,965 and that said funds be used for the purpose of treating Oldham Pond for the suppression of blue-green algae, for the treatment of Hobomock Pond for hydrilla control and for the treatment of Furnace Pond for the suppression of blue-green algae, or take any other action thereto.

Upon motion moved by Stephen Walsh and 2nd by Maria Karas, Favorable Action for **Article 13** – To see if the town will vote to raise and appropriate, transfer from available funds and/or otherwise

¹⁻⁹The Chairperson did not vote on these motion.

provide the sum of \$45,965 and that said funds be used for the purpose of treating Oldham Pond for the suppression of blue-green algae, for the treatment of Hobomock Pond for hydrilla control and for the treatment of Furnace Pond for the suppression of blue-green algae, or take any other action thereto.

VOTED⁵: Favorable Action for Article 13 – To see if the town will vote to raise and appropriate, transfer from available funds and/or otherwise provide the sum of \$45,965 and that said funds be used for the purpose of treating Oldham Pond for the suppression of blue-green algae, for the treatment of Hobomock Pond for hydrilla control and for the treatment of Furnace Pond for the suppression of blue-green algae, or take any other action thereto. Stephen Curley, James McCollum John G. Brown Jr., abstained

The committee agreed to ask Board of Selectmen for an explanation.

Article 14 – To see if the town will vote to adopt a minimum value of \$10,000 for the issuance of person property tax bills.

Upon motion moved by Stephen Curley and 2nd by Stephen Walsh, Favorable Action for **Article 14** – To see if the town will vote to adopt a minimum value of \$10,000 for the issuance of person property tax bills.

VOTED⁶: Favorable Action for Article 14 – To see if the town will vote to adopt a minimum value of \$10,000 for the issuance of person property tax bills. James McCollum, John G. Brown Jr., and Maria Karas supported the motion.

Article 16 – To see if the town will raise and appropriate and/or transfer from available funds, the sum of \$5,000 to contract with the South Shore Community Action Council to provide services to residents of the Town.

Upon motion moved by John G. Brown Jr. and 2nd by James McCollum, Favorable Action for **Article 16** – To see if the town will raise and appropriate and/or transfer from available funds, the sum of \$5,000 to contract with the South Shore Community Action Council to provide services to residents of the Town.

VOTED⁷: Favorable Action for Article 16 – To see if the town will raise and appropriate and/or transfer from available funds, the sum of \$5,000 to contract with the South Shore Community Action Council to provide services to residents of the Town. Stephen Curley, Stephen Walsh and Maria Karas supported the motion.

Article 17 – To see if the Town will vote to authorize the Recreation Department to hire (1) part-time Senior Clerk. Stephen Curley noted year one authorizes the request to hire and year 2 the funding is requested.

Upon motion moved by Stephen Curley and 2nd by Stephen Walsh, Unfavorable Action for **Article 17** – To see if the Town will vote to authorize the Recreation Department to hire (1) part-time Senior Clerk

VOTED⁸: Unfavorable Action for Article 17 – To see if the Town will vote to authorize the Recreation Department to hire (1) part-time Senior Clerk. James McCollum, John G. Brown Jr. and Maria Karas supported the motion.

Article 18 – To see if the Town will vote to amend Schedule C, Classification and Compensation By-law by upgrading the position of Generalist Reference Librarian, Schedule SC-31 to SA-32 at

¹⁻⁹The Chairperson did not vote on these motion.

the rate of step 1: \$46,508; step 2: \$50,993; step 3: \$55,575. **Hold until the committee meets Deborah Wall, Library Director on 4/2/18.**

Article 19 – (override request) To see if the Town will vote to raise and appropriate or transfer from available funds for the purpose of hiring and outfitting six (6) Firefighter/Paramedics. **Advisory will hold for now until they meet with Fire Chief on 3/26/18.**

Article 20 – (override request) To see if the Town will vote to raise and appropriate or transfer from available funds in the sum of \$155,326 for the purpose of hiring two (2) police officers. **Advisory will hold for now until they meet with Police Chief on 3/26/18.**

Article 21 – To see if the town will vote to raise and appropriate and/or transfer from available funds a sum of money to be used for the purpose of purchasing a police cruiser, and for costs incidental or related thereto, or take other action relative thereto. **Advisory will hold for now until they meet with Police Chief on 3/26/18.**

Article 22 – To see if the Town will vote to raise and appropriate, transfer from available funds, and or borrow the sum of \$300,000 to supplement our Chapter 90 funding for our Pavement Management Plan for accepted and unaccepted local roads of Pembroke. Stephen Curley noted that the roads around the ponds don't meet requirements for acceptance for Chapter 90 funds. **Advisory will hold for now until they meet with the DPW Director on 4/2/18.**

Article 23 – To see if the town will vote to Penniman Land Swap for Swanberg Property Well Drain. **Advisory will hold for now until they meet with the DPW Director on 4/2/18.**

Article 24 – To see if the Town will vote to appropriate a sum of money for repairs and improvements to the Luddham's Ford Dam. **Advisory will hold for now until they meet with the DPW Director on 4/2/18.**

Article 25 – Town Manager – Advisory agreed to send an email to the Board of Selectmen suggesting Section 2 of the article be updated to include job qualifications requiring applicants to have a Master's Degree in Public Administration with 2-3 years of experience.

- Advisory reviewed and discussed Advisory's monthly financials for February 2018.

Upon motion moved by James McCollum and 2nd by Stephen Curley the meeting minutes of March 12, 2018 was

VOTED⁹: To accept the meeting minutes of March 12, 2018, John G. Brown Jr., Stephen Walsh and Maria Karas supported the motion.

The committee's upcoming scheduled appointments are as follows:

3/26/18 – 7:00PM Fire Chief – 7:30PM Police Chief

4/2/18 – 6:30PM Ed Thorne & Michael Buckley – 7:00PM Library Director – 7:30PM DPW Director

4/9/18 – 7:00PM Brian Van Riper – 8:00PM School Committee

The next Advisory meeting is scheduled for Monday, March 26, 2018 at 7:00PM.

Respectfully submitted,

Stephen Curley, Clerk

¹⁻⁹The Chairperson did not vote on these motion.