

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
2 APRIL 2018

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 6:30PM on 2 April 2018. Also present were Stephen Curley, Elizabeth Monks and Maria Karas.

James McCollum arrived at 6:51PM

Absent: John G. Brown and Jr. Stephen Walsh

Guest: Larissa Curley, Chairperson Library Trustee

PACTV recorded tonight's meeting

Linda opened the meeting welcoming Ed Thorne, Town Administrator; Michael Buckley, Town Accountant and Kathleen McCarthy, Town Treasurer/Collector to discuss the FY19 Budget, Annual Town Meeting and Special Town Meeting Warrant Articles.

- Linda asked about Article 4 in the STM Warrant submitted by the DPW Commissioners requesting to borrow \$105,000 to purchase one 550 Dump Truck, Plow and Sander, one New Dump Body and Hoist. She said if it can't go off road, why are we paying for it. Michael Buckley said the Water Department needs to dig trenches and wells and the plow would be used to plow the town.
- Article 1 of the STM to meet the shortfalls in the current budget - Ed Thorne said he asked the Board of Assessors to release \$120,000 to fund this Article. They set funds aside from abatements; this funding is needed. Michael Buckley was asked about the Snow & Ice deficit. He said we are currently at a \$460,000 deficit. This does include recent storm related damages. Linda asked if this covers all three named storms.
- Article 2 STM Solid Waste – Linda asked Ed about recycling. Ed said the town just passed 30% usage and hope to continue that progress. Pembroke started out paying four to ten dollars a ton for recyclables and it has increased to \$30.00 a ton. It costs \$56.00 a ton for trash. Maria asked what the goal was for recyclables; Ed said to go higher, close to 40%. Linda suggested to Ed that the Board of Selectmen send a message to residents to continue encouraging recycling.
- Article 7 in the ATM authorizing revolving accounts – Linda asked about the excess of funds specifically Recreation Commission; they can only spend \$50,000 but they have \$200,000 in the account. Michael Buckley explained they have two sub-accounts. If there growing, the town is subsidizing. One is a 53D and there is no cap and the other is a 53E ½ - which requires annual authorization for payroll. Recreation needs these two accounts to operate. Linda asked if that applies to any other revolving account. Michael said the Ambulance fund also has no annual authorization. He said this is documented in the Town Report.
- Ed said the Board of Selectmen is scheduled to vote on the STM and ATM Articles at their meeting tonight.

Linda thanked Ed, Michael and Kathleen for coming.

Linda noted that Advisory was asked to vote tonight on the Articles included in the Consent Agenda. These Articles include 1, 6, 9, 24 and 27.

Article 1 – To hear and act on the Report of the Town Officer and Committees, or take any action relative thereto.

Upon motion moved by James McCollum and 2nd by Stephen Curley, Favorable Action for Article 1 - To hear and act on the Report of the Town Officer and Committees, or take any action relative thereto.

VOTED¹: Favorable Action for Article 1 - To hear and act on the Report of the Town Officer and Committees, or take any action relative thereto - Linda Peterson, Elizabeth Monks and Maria Karas supported the motion.

Article 6 – To see if the Town will vote to authorize the Board of Selectmen to make application for and to accept federal or state grants for assistance pertaining to community development projects or programs, or take any action relative there to.

Upon motion moved by James McCollum and 2nd by Stephen Curley, Favorable Action for Article 6 To see if the Town will vote to authorize the Board of Selectmen to make application for and to accept federal or state grants for assistance pertaining to community development projects or programs, or take any action relative there to.

VOTED²: Favorable Action for Article 6 To see if the Town will vote to authorize the Board of Selectmen to make application for and to accept federal or state grants for assistance pertaining to community development projects or programs, or take any action relative there to - Linda Peterson, Elizabeth Monks and Maria Karas supported the motion.

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. **This was previously voted “Favorable Action” at Advisory’s meeting on 3/19/18.**

Article 24 – To see if the Town will vote to appropriate and/or reserve from the Community Preservation annual revenues in the amounts recommended by Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in fiscal year 2019, with each item to be considered a separate appropriation:

FY19 estimated revenues for Historic Resource Reserve	\$40,000
FY19 estimated revenues for Community Housing Reserve	\$40,000
FY19 estimated revenue for Open Space Reserves	\$40,000
FY19 estimated revenue for Committee Administrative Expenses	\$20,000

And further to appropriate any remaining balance of funds as of the termination of the 2018 Annual Town Meeting from Community Preservation fund FY19 Annual Revenues to the Annual Budgeted Reserve.

This was previously voted “Favorable Action” at Advisory’s meeting on 3/12/18 but was listed Article 28.

Article 27 –This Article does not require a vote from Advisory.

Linda welcomed Deborah Wall, Library Director.

- Deborah passed out the Library’s Strategic Plan for FY19-FY23 along with the Pembroke Library’s 2017 Report. She mentioned some of the highlights of 2017 such as adult computer use - 8,768; 150 adult classes/events, 1,609 adults attended. Deborah was asked why so many used the Library computers. She said some do not have the software at home while others do not have access to a computer.
- In Article 15 of the ATM Deborah is requesting a vote to amend the by-law by upgrading the position of Generalist Reference Librarian to 37.5hpw. The position is currently 22hpw. She has \$4000 in her budget she would put toward the cost which would bring her request to \$24,016. Stephen Curley mentioned that we are in a difficult position due to the \$600,000 deficit and may not be able to vote favorable action. Maria asked about the step scale. Stephen Curley explained that it is common among municipalities. The Library staff is non-union and follows the Schedule C, Classification and Compensation By-Law. Deborah noted that the person in this position has passed Step 3. She said Pembroke has less staff than any other comparable libraries. She was asked if she could staff volunteers. She said probably but not likely. The major jobs at the library she is not able to staff with volunteers such as the circulation desk. Deborah noted there is software now available to convert circulation to self-check but it costs about \$60,000. She does not have funding for this and is not ready to request it. Her “book fine” line item is going down, currently at \$14,000; this was once as high as \$20,000. She also noted that Grants will not cover personnel. Stephen Curley noted that the town has signed the Community Compact at the insistence and good work of John Brown and there may be something that could be used for that. Deborah said that was

a good suggestion and would speak with Sabrina Chilcott, Assistant to the Town Administrator. Maria asked how many staff members she employs. Deborah said 7 full-time and 12 part-time. She has one custodian she shares with the Council on Aging who is leaving. The position has been posted.

Linda thanked Deborah for coming

The committee reviewed and discussed the correspondence received.

- A revised STM Warrant and ATM Warrant updated as of 3/30/18.
- FY19 Administrator's Budget
- Town Manager Job Description – Linda suggested inviting members of the Town Government Study Committee to meet with Advisory at the next meeting April 9, 2018 for further discussion.
- Advisory agreed to follow-up with Erin Obey, School Superintendent and Brian Van Riper to confirm appointments with Advisory scheduled for April 9, 2018.
- Meal Tax question – Advisory received a response from Sabrina Chilcott, Assistant to the Town Administrator. Linda said Stop & Shop does charge meal tax on prepared foods. The question is does Cumberland Farms and 7-Eleven. The state collects this tax on Pembroke's behalf but are they doing this. Advisory agreed to ask Kathleen McCarthy, Town Treasurer and request a list of facilities collecting the meal tax.

Upon motion moved by James McCollum and 2nd by Stephen Curley the meeting minutes of March 26, 2018 was

VOTED³: To accept the meeting minutes of March 26, 2018, Linda Peterson, Maria Karas and Elizabeth Monks supported the motion.

Advisory adjourned their meeting at 7:30PM to join the Board of Selectmen meeting already in progress to hear the Town Government Study Committee presentation of their Town Manager Article.

Timothy Brennan presented the current organization structure of Pembroke and noted the success of aligning the municipal roles and responsibilities i.e. Inspectional Services, Board of Health services from the town meeting vote last year. He noted that some elected boards don't report to the Board of Selectmen and some volunteer board members manage staff. We are looking to have a structure in place when Ed Thorne, Town Administrator leaves. The population and services have increased. Tim reviewed the timeline as follows:

1998 Town Administrator by-law passed

2003 Town Treasurer/Collector changed from elected to appointed

2010 Town Manager Act at Annual Town Meeting failed

2014 DOR Report

2017 Municipal Inspectional Act

2018 Town Manager Act

Pembroke is outgrowing the structure. All professional staff should report to the Town Manager. Arthur Boyle asked when this information would be ready for residents to review. Town Counsel is reviewing the Article today. Ed noted that Town Counsel asked how this Article would be presented to residents. Would it be as a By-law, a By-law and question, a By-law and Special Act? Tim said their committee is scheduled to meet on Wednesday and will have an answer. Dan Trabucco said this Article moves the town forward with responsibility lines of reporting. The Town Manager will report to the Board of Selectmen and have a three year rolling contract.

Advisory adjourned from the Board of Selectmen meeting at 8:36PM back to their meeting.

Advisory reviewed and discussed all Articles for the **Special Town Meeting** as follows:

Article 1 – To see if the town will vote to authorize the below listed transfers to supplement Fiscal Year 2018 appropriations, and to authorize the below listed reductions in Fiscal Year 2018 appropriations or take any other action thereto; funding of \$120,000 from Assessors.

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action** for Article 1 To see if the town will vote to authorize the below listed transfers to supplement Fiscal Year 2018 appropriations, and to authorize the below listed reductions in Fiscal Year 2018 appropriations or take any other action thereto; funding of \$120,000 from Assessors.

VOTED⁴: Favorable Action for Article 1 - To see if the town will vote to authorize the below listed transfers to supplement Fiscal Year 2018 appropriations, and to authorize the below listed reductions in Fiscal Year 2018 appropriations or take any other action thereto; funding of \$120,000 from Assessors.- Linda Peterson, Elizabeth Monks and Maria Karas supported the motion.

Article 2 – To see if the town will vote to transfer from available funds the sum of \$11,387 to provide for the unpaid bills from FY2017 listed below or take any other action relative thereto.

Environmental Partners Group, Inc. Solid Waste: Landfill \$10,386

A&E Wood, Solid Waste: Landfill \$1,001

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action** for **Article 2** – To see if the town will vote to transfer from available funds the sum of \$11,387 to provide for the unpaid bills from FY2017 listed below or take any other action relative thereto.

Environmental Partners Group, Inc. Solid Waste: Landfill \$10,386

A&E Wood, Solid Waste: Landfill \$1,001

VOTED⁵: Favorable Action for **Article 2** – To see if the town will vote to transfer from available funds the sum of \$11,387 to provide for the unpaid bills from FY2017 listed below or take any other action relative thereto.

Environmental Partners Group, Inc. Solid Waste: Landfill \$10,386

A&E Wood, Solid Waste: Landfill \$1,001

Linda Peterson, Elizabeth Monks and Maria Karas supported the motion.

Article 3 – HOLD – need amount

Article 4 - To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$105,000 for the purchase of one 550 Dump Truck, Plow and Sander, one New Dump Body and Hoist set up, or take any other action relative thereto.

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action** for **Article 4** – To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$105,000 for the purchase of one 550 Dump Truck, Plow and Sander, one New Dump Body and Hoist set up, or take any other action relative thereto.

VOTED⁶: Favorable Action for **Article 4** - To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of \$105,000 for the purchase of one 550 Dump Truck, Plow and Sander, one New Dump Body and Hoist set up, or take any other action relative thereto. Linda Peterson, Elizabeth Monks and Maria Karas supported the motion.

Article 5 – To see if the town will vote to raise and appropriate, transfer from available funds or borrow the sum of \$100,000 for the installation of a new water main, fire hydrant and water services on Montclair Avenue, or take any other action relative thereto.

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action** for **Article 5** - To see if the town will vote to raise and appropriate, transfer from available funds or borrow the sum of

\$100,000 for the installation of a new water main, fire hydrant and water services on Montclair Avenue, or take any other action relative thereto.

VOTED⁷: Favorable Action – Article 5 -To see if the town will vote to raise and appropriate, transfer from available funds or borrow the sum of \$100,000 for the installation of a new water main, fire hydrant and water services on Montclair Avenue, or take any other action relative thereto. Linda Peterson, Elizabeth Monks and Maria Karas supported the motion.

Advisory reviewed and discussed all Articles for the **Annual Town Meeting** as follows:

Article 2 – it appears the increase is 2%. Linda suggested sending Ed Thorne an email to confirm.

Article 3 – To see what sums the town will raise by taxation or otherwise to pay Town Debts and charges for the ensuing fiscal year and to fix the salary and compensation of all elective officers and employees of the town, as provided by Section 108 and 108A of Chapter 41, Mass. General Laws, and applicable amendments thereto and appropriate the same as shown in Appendix A or take any action relative thereto.

Upon motion moved by Stephen Curley and 2nd by Elizabeth Monks, **Favorable Action Article 3** - To see what sums the town will raise by taxation or otherwise to pay Town Debts and charges for the ensuing fiscal year and to fix the salary and compensation of all elective officers and employees of the town, as provided by Section 108 and 108A of Chapter 41, Mass. General Laws, and applicable amendments thereto and appropriate the same as shown in Appendix A or take any action relative thereto.

VOTED⁸: Favorable Action – Article 3 To see what sums the town will raise by taxation or otherwise to pay Town Debts and charges for the ensuing fiscal year and to fix the salary and compensation of all elective officers and employees of the town, as provided by Section 108 and 108A of Chapter 41, Mass. General Laws, and applicable amendments thereto and appropriate the same as shown in Appendix A or take any action relative thereto. Linda Peterson, James McCollum and Maria Karas supported the motion.

Article 4 – To see if the town will vote to raise and appropriate and/or transfer from available funds a sum of money to operate the Water Enterprise Fund as shown in Appendix B or take any other action relative thereto.

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action Article 4** - To see if the town will vote to raise and appropriate and/or transfer from available funds a sum of money to operate the Water Enterprise Fund as shown in Appendix B or take any other action relative thereto.

VOTED⁹: Favorable Action Article 4 – To see if the town will vote to raise and appropriate and/or transfer from available funds a sum of money to operate the Water Enterprise Fund as shown in Appendix B or take any other action relative thereto. Linda Peterson, Elizabeth Monks and Maria Karas supported the motion.

Article 5 - To see if the town will vote to raise and appropriate and/or transfer from available funds a sum of money to operate the Solid Waste Enterprise fund as shown in Appendix C, or take any other action relative thereto.

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action Article 5** - To see if the town will vote to raise and appropriate and/or transfer from available funds a sum of money to operate the Solid Waste Enterprise fund as shown in Appendix C, or take any other action relative thereto.

VOTED¹⁰: Favorable Action – Article 5 - To see if the town will vote to raise and appropriate and/or transfer from available funds a sum of money to operate the Solid Waste Enterprise fund as shown in Appendix C, or take any other action relative thereto. Linda Peterson, Elizabeth Monks and Maria Karas supported the motion.

Article 7 – Establishing Revolving Accounts – Maria noted she has issue with this; the way it should be done. HOLD until next week.

Article 8 – To see if the town will vote to set the limits on the Revolving Fund set forth in Article X-A of the Town of Pembroke General By-laws in accordance with Massachusetts General Laws Chapter § 53E ½ as follows, or take any other action relative thereto.

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action Article 8** - To see if the town will vote to set the limits on the Revolving Fund set forth in Article X-A of the Town of Pembroke General By-laws in accordance with Massachusetts General Laws Chapter § 53E ½ as follows, or take any other action relative thereto.

VOTED¹¹: Favorable Action – Article 8 - To see if the town will vote to set the limits on the Revolving Fund set forth in Article X-A of the Town of Pembroke General By-laws in accordance with Massachusetts General Laws Chapter § 53E ½ as follows, or take any other action relative thereto. Linda Peterson, Elizabeth Monks and Maria Karas supported the motion.

Article 10 – To see if the town will vote to authorize the Board of Selectmen to approve an agreement for payment in lieu of taxes (PILOT) Agreement, as negotiated by the Town Administrator in connection with the proposed medical office building/facility to be located on a portion of the land known as and number 15 Corporate Park Drive, and further to authorize the Board of Selectmen and Town Administrator to take such actions as may be necessary under state law to effectuate said agreement, or take any action relative thereto.

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action Article 10** – To see if the town will vote to authorize the Board of Selectmen to approve an agreement for payment in lieu of taxes (PILOT) Agreement, as negotiated by the Town Administrator in connection with the proposed medical office building/facility to be located on a portion of the land known as and number 15 Corporate Park Drive, and further to authorize the Board of Selectmen and Town Administrator to take such actions as may be necessary under state law to effectuate said agreement, or take any action relative thereto.

VOTED¹²: Favorable Action – Article 10 – To see if the town will vote to authorize the Board of Selectmen to approve an agreement for payment in lieu of taxes (PILOT) Agreement, as negotiated by the Town Administrator in connection with the proposed medical office building/facility to be located on a portion of the land known as and number 15 Corporate Park Drive, and further to authorize the Board of Selectmen and Town Administrator to take such actions as may be necessary under state law to effectuate said agreement, or take any action relative thereto. Linda Peterson, Elizabeth Monks and Maria Karas supported the motion.

Article 11 – Advisory already voted Favorable Action at their meeting on 3/19/18; this was previously Article 14.

Article 12 – Advisory's By-law article already voted Favorable Action at their meeting on 3/12/18; this was previously Article 15.

Article 13 – Advisory already voted Favorable Action at their meeting on 3/19/18; this was previously Article 16.

Article 14 – Advisory already voted Unfavorable Action at their meeting on 3/19/18; this was previously Article 17.

Article 15 – Library upgrade position of Generalist Reference Librarian – HOLD. This position was a SC-31 hourly; she is creating a SA-32 salaried position. You want to be sure if you add something it's what you need. Does this meet the minimum funding; can lose certification and become decertified.

Article 16 - To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$204,000 for the purpose of hiring and outfitting six (2) Firefighter/Paramedics or take any other action relative thereto.

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action Pending Successful Override by Town Vote of Article 16** - To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$204,000 for the purpose of hiring and outfitting six (2) Firefighter/Paramedics or take any other action relative thereto.

VOTED¹³: Favorable Action Pending Successful Override by Town Vote of Article 16 - To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$204,000 for the purpose of hiring and outfitting six (2) Firefighter/Paramedics or take any other action relative thereto. Linda Peterson supported the motion. Elizabeth Monks and Maria Karas abstained.

Article 17 - To see if the Town will vote to raise and appropriate or transfer from available funds in the sum of \$155,500 for the purpose of hiring two (2) police officers or take any other action relative thereto.

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action Pending successful override by Town Vote of Article 17** - To see if the Town will vote to raise and appropriate or transfer from available funds in the sum of \$155,500 for the purpose of hiring two (2) police officers or take any other action relative thereto.

VOTED¹⁴: Favorable Action Pending Successful Override by Town Vote Article 17 - To see if the Town will vote to raise and appropriate or transfer from available funds in the sum of \$155,500 for the purpose of hiring two (2) police officers or take any other action relative thereto. Linda Peterson supported the motion Elizabeth Monks and Maria Karas abstained.

Article 18 – Police Cruiser – HOLD – ask Michael Buckley where the funding is coming from.

Article 19 – 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 on Pembroke or take any action relative thereto.

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action Pending Successful Override by Town Vote of Article 19** – 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 on Pembroke or take any action relative thereto.

VOTED¹⁵: Favorable Action Pending Successful Override by Town Vote Article 19 – 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 on Pembroke or take any action relative thereto. Linda Peterson, Elizabeth Monks and Maria Karas supported the motion

Article 20 – Luddam's Ford Dam improvements (borrowing Article) – HOLD – send email to DPW Commissioners to ask how this will be funded.

Article 21 – Town Manager Article – Advisory is scheduled to meet with Town Government Study Committee at their meeting on 4/9/18 – HOLD

Article 22 – To see if the Town will vote to accept the provisions of Section 5B Chapter 40 of the Massachusetts General Laws or take any other action relative thereto.

Upon motion moved by Stephen Curley and 2nd by James McCollum, **Favorable Action Article 22** – To see if the Town will vote to accept the provisions of Section 5B Chapter 40 of the Massachusetts General Laws or take any other action relative thereto.

VOTED¹⁶: Favorable Action Article 22 – To see if the Town will vote to accept the provisions of Section 5B Chapter 40 of the Massachusetts General Laws or take any other action relative thereto. Linda Peterson, Elizabeth Monks and Maria Karas supported the motion

Article 23 – Placeholder – Bypass

Article 24 – voted Favorable Action tonight

Article 25 – CPC Articles – Brain Van Riper is scheduled to meet with Advisory o 4/9/18 at 7:00PM.

Article 26 - HOLD

The next Advisory meeting is scheduled for Monday, April 9, 2018 at 7:00PM.

Advisory adjourned at 9:30PM.

Respectfully submitted,

Stephen Curley, Clerk