

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
16 JULY 2018

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 16 July 2018. Also present were Linda Peterson, Stephen Walsh and Elizabeth Monks.

Absent: Maria Karas

Guest: Michael Buckley, Town Accountant and Police Chief Rick Wall

Stephen opened the meeting reviewing FY18 Year End Transfers with Michael Buckley. The following transfers were requested:

Legal - \$20,809

Postage - \$3,259

Police Overtime - \$41,218

Police Cruiser - \$27,035

Office Supplies - \$629

Animal Control Expenses - \$1,405

Medicare Tax - \$29,416

**Total = \$123,454.20**

**Snow & Ice Deficit - \$451,454.20 to be funded at October Special Town Meeting with Free Cash**

- Michael explained \$115,000 was budgeted for Legal and \$136,000 was spent. The increase expenses were personnel related and Collective Bargaining Union interpretation, BOH was also part of it. Michael noted this budgeted line item has decreased from \$150,000; maybe we didn't budget enough.
- Regarding postage; maybe we don't budget enough.
- Police Chief Wall explained that no money has been received from the damaged cruiser. The new cruiser has been ordered. The total loss of the cruiser was \$55,701 with a shortfall of \$27,035. Once the money comes in from the insurance this money would be deposited into the General Fund. Police overtime – he needs to put so many people on the road; he should have 4 cars on the road at all times. When Mental Illness calls are received, this requires a cruiser go to Plymouth. The average is one call a day other days it's more. Training issues – most important thing we do.
- Office supplies for Municipal Inspections – first year as a combined office.
- Animal Control expenses were for unexpected animal quarantine.
- Medicare Tax – increasing at a rate higher than 2% and probably didn't budget enough.

There is a surplus in Health Insurance line item to cover these expenses; due to a built in rate increase that didn't happen this year.

Stephen Curley asked about Free Cash. Michael said that \$1.2M was turned back by Departments for FY18.

Upon motion moved by Linda Peterson and 2<sup>nd</sup> by Stephen Walsh to approve the FY18 Year End Transfers of \$123,771 was

**VOTED<sup>1</sup>:** To accept the FY18 Year End Transfers of \$123,771, Stephen Curley and Elizabeth Monks supported the motion.

Michael explained that funding Articles will be submitted for the Fall Town meeting. The Capital Committee has met once to discuss. The Capital Budget needs \$15,000 for a Capital Plan Development contract. The options are to wait until the Fall Town Meeting for transfer FY18 to FY19 or not use UMass. Stephen Curley asked if applying for a grant was an option. Michael said the town received a grant for the development of the five year plan program and they would have to wait another year. Police Chief Wall said it's real

important that we do it as we have made headway with the last study. Stephen Curley asked about using the group at Bridgewater State as it may be less expensive or will UMass reduce their price. Michael said they could ask. Stephen Curley said he would like a copy of the spreadsheet. If we have the funds in FY18 we should use them for this project.

Upon motion moved by Linda Peterson and 2<sup>nd</sup> by Stephen Walsh to approve Request for Transfer from the Reserve Fund from Michael Buckley, Town Accountant in the amount of \$15,000 for Capital Plan Development Contract.

**VOTED<sup>2</sup>:** To approve the Request for Transfer from the Reserve Fund from Michael Buckley, Town Accountant in the amount of \$15,000 for Capital Plan Development Contract, Stephen Curley and Elizabeth Monks supported the motion.

Upon motion moved by Stephen Walsh and 2<sup>nd</sup> by Elizabeth Monks the meeting minutes of July 2, 2018 was

**VOTED<sup>3</sup>:** To accept the meeting minutes of July 2, 2018, Stephen Curley supported the motion. Linda Peterson abstained.

The committee received a reorganization memo from the Zoning Board. Stephen Curley said no new prospects for Advisory members although Dan Pelliter did come to the last Advisory meeting. He is a member of CPC and would have to resign that seat.

The next Advisory meeting is scheduled for Monday, September 10, 2018 at 7:00pm

Advisory adjourned at 7:30PM.

Respectfully submitted,

Linda Peterson, Clerk