

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
17 SEPTEMBER 2018

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 17 September 2018. Also present were Linda Peterson, Stephen Walsh, Maria Karas, Elizabeth Monks and Matthew Norton

**Guest:** – Catherine Salmon, Chief Assessor  
Mike Hill, Fire Chief

The committee reviewed correspondence about Police Officer per capita ratios for US Cities forwarded to members on behalf of Maria Karas.

Upon motion moved by Linda Peterson and 2<sup>nd</sup> by Elizabeth Monks the meeting minutes of September 10, 2018 was

**VOTED<sup>1</sup>:** To accept the meeting minutes of September 10, 2018, Stephen Curley, Stephen Walsh and Maria Karas supported the motion. Matthew Norton abstained.

- The committee welcomed Cathy Salmon, Chief Assessor in regards her Capital Budget request for \$28,000 to purchase a new Assessor vehicle. She explained that they're required by the Department of Revenue (DOR) to inspect properties including pending sales. They can't get their values approved by the DOR unless they can prove they're out inspecting. In 2014 they were slated to purchase a car but put it off due to town finance circumstances at that time.
- They have had good luck with the car since then until 2018 when it needed repairs and they overspent the line item by \$900. The car is 18 years old. She is interested in getting something similar to their current vehicle, a Honda SUV. She reached out to State Rep Josh Cutler in regards to an electric vehicle. Energy grants are available but the town must declare all vehicles will transition to electric. You would then apply and purchase from Seth Pickering of the Green Group. Matt Norton asked how many miles per year are driven; Cathy said not many but some of the terrain in town is dirt roads, step driveways, etc.
- Stephen Walsh asked about Leasing as an option. Stephen Curley said they may be a good candidate for it due to low mileage. It wouldn't be considered a borrowing request if it was a Lease, you would add a Lease line item to their budget
- Cathy said she would prefer to buy; she noted that the Assessors bring in more than 50% of the towns money. Maria Karas asked if this request includes insurance. Stephen Curley said no, that it would be a separate line item in the department budget. Linda Peterson asked about using any dealership. Cathy said they would go through the vetting process with COMMBUYS.

Advisory thanked Cathy.

- The committee welcomed Mike Hill, Fire Chief. His Capital Budget request includes two engines; why? At their annual state inspection within 48 hours one engine and one squad car failed. He has a 1996, 1998 and 1999, every year something happens to a truck and it won't pass inspection. He also had to retire a piece. He is down to four. The calls have been busy over the past five years. The funding for one is through the Ambulance Fund; you can use money from Ambulance fund if registered as Ambulance. These engines will carry splinter devices, oxygen, portable suctions. We will rotate the vehicles so we don't bury them into the ground. They should last 15-20 years if we can rotate them. Stephen Walsh asked if he would change to Fire Rescue not Fire Engine. He said yes. Linda Peterson asked if the Ambulance Fund would support this and the two new Fire Fighters' base salaries. Mike Hill said the Ambulance Fund grew \$600,000 last year July – July with the new rates. We are not getting less busy; this will set a new record. Mike Hill said 65% go through government and 85% of bills are paid. Kris does a great job collecting.

- Stephen Curley asked Mike Hill if he has spoken to anyone from UMASS regarding the Capital Budget plan. He said no. Stephen Walsh asked if he would do an eight year rollover loan. He said he would work with Michael Buckley, Town Accountant.
- Mike Hill is also requesting \$75,000 for new Supply Hose. This new hose is antimicrobial that you can clean and put back on the truck. This hose will replace all large diameter hoses. Matthew Norton asked when he would need to purchase hose again. Mike said this hose would be good for 25 years. Mike Hill mentioned that OSHA is adding regulations to Municipalities on the EMS side; coming soon.
- The committee thanked Mike.

Matthew Norton asked how the borrowing works from the Ambulance Fund for the purchase of one vehicle. Stephen Curley said they would borrow \$70,000 per year; 2/3 of Ambulance runs are government paid. The Ambulance Fund is set up by Mass. General Laws; equivalent of a User Fee. Maria Karas asked how much did the Ambulance rates increase. Stephen Curley said they're now comparable to surrounding towns.

Matthew Norton asked about the practice of sending a fire truck with on an Ambulance run. Stephen Curley said this is a practice for many surrounding towns; however they consider these two calls.

Ed Thorne, Town Administrator is scheduled to meet with Advisory at 6:30pm on September 24 and October 1<sup>st</sup>.

The next Advisory meeting is scheduled for **Monday, September 24, 2018 at 6:30pm**

Advisory adjourned at 8:20PM.

Respectfully submitted,

Linda Peterson, Clerk