

**MINUTES OF THE SELECTMEN'S MEETING
FEBRUARY 11, 2020**

PRESENT: Willard J. Boulter, Jr. (Chairman), Arthur P. Boyle, Jr. (Vice-Chairman), John G. Brown, Jr. (Clerk), Jessica M. Rushing (Selectman), Daniel W. Trabucco (Selectman), Edwin J. Thorne (Town Manager), Representative Josh Cutler, J. Michael Hill (Fire Chief), Michael Buckley (Town Accountant), Kathleen McCarthy (Treasurer/Collector), Cathy Salmon (Chief Assessor), Linda Peterson (Advisory Committee), Sandra Beaton (Advisory Committee), Tim Landy (Advisory Committee), Stephen Curley, Michael Guimares, Brooke Young, Sabrina Chilcott (Assistant Town Manager), and others.

At 7:30 pm Mr. Boulter opened the meeting.

ANNOUNCEMENTS

The Pembroke Livestock Regulations Review Study Committee will be holding an open forum on March 12th at 6:30 pm at Pembroke Town Hall. The purpose of the forum is to listen to the Pembroke Community about their ideas, thoughts and concerns relating to livestock regulations. The Pembroke Board of Health formed this Committee in order to see what changes to the Livestock Regulations might be needed or adjusted.

7:30 TOWN MANAGER'S FY21 BUDGET REPORT PRESENTATION

Mr. Thorne began by advising that projected total revenues for FY 2021, excluding the water and solid waste are \$67,846,714, plus \$2,002,466, or 3.04% over budgeted FY20. He stated that the tax levy is projected to be increased to \$44,343,742, plus \$1,500,271 or 3.5% over FY 2020 with debt exclusion revenue decreasing by \$73,086. The State Aid is estimated to be increased to \$15,940,595 which is an increase of \$99,873 (0.63%). Chapter 70 funds increased an additional \$85,620 (0.63%) and Local Aid (Lottery) increased \$49,980 or 2.8%. Mr. Thorne cautioned that these figures are derived from the Governor's House 1 Budget and may be subject to change. Mr. Thorne stated that Local Receipts are estimated to be at nearly level funded numbers (\$5,075,500) an increase of \$7,073 over FY20. These figures include Motor Vehicle Excise Taxes (\$2,965,000), Departmental Revenue (\$611,000), Meals Tax (\$350,000) and Rentals including cell towers/antennas (\$306,000). Other available funds are projected to be \$2,486,877, an increase of \$395,249 or 18.9%. Although there are decreases in Ambulance Fund (-\$27,164), Silver Lake Escrow (-\$98,016) among others, the decreases are offset by the inserting of the Free Cash – Snow Deficit line item (\$500,000) and the increase to the Wetlands Funds (\$6,000). Regarding expenditures, Mr. Thorne advised that the total town-wide budget is \$67,846,715, an increase of \$2,048,215 or 3.1% over Fiscal Year 2020 with town government departments funded at \$13,345,174 or \$370,430 (2.9%) over FY20. Although the department funding is actually less than 2020, \$398,661 is set aside for union and non- union collective bargaining agreements and \$500,000 has been added to cover for the Snow & Ice Deficit, making the total under Town Government \$13,845,174. Mr. Thorne reported a debt decrease of \$74,183 in both categories (excluded and non-excluded) to \$3,132,262 with several school projects reduced in the excluded category and several projects in the non-excluded reduced or retired. Particular emphasis was placed on benefits and insurance impacts; Mr. Thorne projects an increase of \$401,358 (3.0%) to \$13,862,693 with Pension Assessment (\$324,542) and Health Insurance (\$102,000) accounting for the increase and closed with Unemployment, Group Life Insurance, Medicare Tax, and Property & Liability Insurance either levelly funded or reduced. Mr. Thorne clarified that other articles, including non-union and union pay increases, and Snow Deficit, have already been accounted for under Town Government with Fund Appropriations totaling \$287,000. The total for all related categories is \$1,185,661. Mandatory Expenditures have increased by \$216,945 to \$1,928,692 with Charter Schools Assessment accounting for the largest increase by \$287,256 to \$1,132,127 while other categories either reduced or level funded. Regarding the School Department, Mr. Thorne stated that the present recommendation for the School Department for FY21 is \$34,790,394, an increase of \$682,165 or 2.0% over FY20. Mr. Thorne continued by reporting a decrease to the Water Enterprise Fund of \$60,338 to \$2,035,957 with Capital Improvements borrowing decreasing by \$163,698, while the Capital Outlay budget has increase by \$50,000. Personnel costs have risen by \$73,596 with the addition of two additional positions. A rate increase is expected for FY21 between 10 and 20%. Mr. Thorne concluded by reporting an increase to the Solid Waste Enterprise Fund of \$168,205 (8.8%) to \$2,090,573. Mr. Thorne stated that the indebtedness has decreased by \$20,207, and personnel costs also decreased by \$3,956, yet the cost of disposing of

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recyclables (\$179,000), curbside trash and recyclables pickup contract (\$22,659), and disposing of trash (\$40,000) will necessitate a fee increase from \$280/year to the \$300 - \$320/year range. Mr. Trabucco asked what the next steps are, and Mr. Thorne advised that the Advisory Committee is delivered of the report and the Department Heads will receive their budgets figures. Ms. Rushing asked if Department Heads would come in to present their budgets to the Selectmen, and Mr. Thorne stated that the appointments are scheduled at the request of the Selectmen.

ANNOUNCEMENT

Mr. Boyle announced that he is not running for a seventh term on the Board of Selectmen. Mr. Boyle recognized the achievements and accomplishments of the town during his tenure including the town's withdrawal from the regional school district. Mr. Boyle served in public office for 36 years, 25 in Pembroke and encouraged all residents to participate in local government. Congratulations and thanks for service were expressed by the Board.

PRELIMINARY REVIEW OF FY21 CAPITAL SUBMISSIONS FOR ARTICLE 5

Mr. Thorne introduced the capital items submitted by all departments for inclusion in the capital budget article totaling \$4.7million. Mr. Trabucco inquired as to next steps; Mr. Buckley stated that there is \$150,000 in the Capital Stabilization Fund and the overall total is misleading as a majority of the items would be funded through the Water Department. Discussion ensued on the role of the Finance Team. Mr. Trabucco tasked the team with evaluating and prioritizing submissions for review.

DISCUSSION REGARDING SCHOOL DEPARTMENT'S FY20 BUDGET

Mr. Buckley summarized last week's joint meeting of the two boards and advised that the School Department has informed the town that they are having sever issues with meeting the FY20 budget and anticipate a deficit of \$900,000. Mr. Buckley also advised that there is no additional funding in any operational account with Free Cash earmarked for savings accounts; stabilization accounts could fund the deficit but that decision would negatively impact the town's bond rating and result in a downgrade. Mr. Trabucco stated that town meeting will have a negative opinion of raiding stabilization.

REVIEW AND VOTE TO INCLUDE SUBMITTED TO ANNUAL TOWN MEETING WARRANT ARTICLES

Mr. Boulter announced the name, description and submitted body of each of the 36 articles. A hold was called on articles 10, 12, 13, 14, 15, 19, 35 and 36. Mr. Trabucco moved to include articles 1-9, 11, 16-18 and 20-35. Mr. Boyle seconded the motion. The vote was unanimously in favor. Ms. Rushing asked if article ten is necessary for state reimbursement; the School Committee is submitting this article to become eligible for reimbursement of transportation costs for students in foster care which is a new initiative. Mr. Trabucco moved to include article 10; Mr. Boyle seconded the motion. The vote was unanimously in favor. Consensus was achieved on requesting more information concerning articles 12 through 16 and article 19. Mr. Trabucco moved to include article 35 and 36; Mr. Boyle seconded the motion. The vote was unanimously in favor.

REVIEW AND VOTE TO INCLUDE SUBMITTED TO SPECIAL WITHIN THE ANNUAL TOWN MEETING WARRANT ARTICLES

Mr. Trabucco moved to include articles one through four and article six in the special warrant; Mr. Boyle seconded the motion. The vote was unanimously in favor. More information was requested on article 5.

VOTE THE MINUTES OF JANUARY 21 AND 28, FEBRUARY 4, 2020

Mr. Boyle moved to accept the minutes of January 21, 2020 as written; Mr. Brown seconded the motion. The vote was unanimously in favor. Mr. Boyle moved to accept the minutes of January 28, 2020 as written; Ms. Rushing seconded the motion. The vote was unanimously in favor. Mr. Boyle moved to accept the minutes of February 4, 2020 as written; Ms. Rushing seconded the motion. The vote was unanimously in favor.

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TOWN MANAGER'S REPORT

Mr. Thorne advised that the town has entered into a municipal aggregation agreement with Colonial Power to offer electricity rates to Pembroke residential customers of 10.363/kWh and he reminded the Board that the current rate is 13.957/kWh with the program starting in the fall and running for 36 months.

At 8:50 pm, Mr. Boulter read the upcoming issues from the agenda. Mr. Trabucco moved to adjourn; Ms. Rushing seconded the motion. The vote was unanimously in favor.

MATERIALS & EXHIBITS

Livestock Committee Press Release (Board of Health)
Town Manager's FY21 Budget Report (BOS/TM Office)
Draft Annual Town Meeting Warrant (BOS/TM Office)
Draft Special within the Annual Town Meeting Warrant (BOS/TM)
Draft Minutes of January 21, 28 and February 4, 2020 (BOS/TM Office)