

**MINUTES OF THE SELECTMEN'S MEETING**  
**May 5, 2014**

**PRESENT:** Daniel Trabucco (Chairman), Arthur P. Boyle, Jr. (Vice-Chairman), Lewis W. Stone (Clerk), Michelle Burt (Selectman), Willard J. Boulter, Jr. (Selectman), Edwin J. Thorne (Town Administrator), Holly Walsh, Sabrina Chilcott (Executive Assistant), and others.

At 7:00 pm, Mr. Trabucco called the meeting to order.

**ANNOUNCEMENTS**

Mr. Trabucco complimented the Pembroke Historical Society for a fantastic Grand Old Fish Fry, their largest fundraiser of the year; the event was well attended and a great success.

**CONSIDER THE RESIGNATION OF ROBERT DEMARZO: WAGE & PERSONNEL BOARD, COMMUNITY CENTER STUDY COMMITTEE**

Mr. Boyle moved to accept the resignation of Robert DeMarzo from the Wage & Personnel Board and the Community Center Study Committee. Mr. Boulter seconded the motion; the vote was unanimously in favor.

**DISCUSSION: QUARTERLY FINANCIAL REPORTS**

Mr. Trabucco stated that the Town Government Study Committee discussions suggest that a formal quarterly review of Town accounts and finances at a Selectmen's meeting would be beneficial to the Board and to the residents of the town. Mr. Thorne reported on the third quarter financial overview by department; personal services include payroll and the range of amounts spent to date is approximately 75%, consistent with a third quarter. Mr. Thorne explained the differing ranges of amounts expended in other categories are variable; due to the nature of some expenses, they are paid out at different times of the year. Mr. Thorne cited an example in insurance items; these pay out in July with a discount for payment in full, and are reflected as 100% in their line items. Discussion ensued; consensus was reached on the consistency and trend for the third quarter. Mr. Stone requested a quarterly report on revenue; Mr. Thorne will request from the Town Accountant for next Monday. Mr. Boulter suggested posting this information on the Town website. Mr. Thorne will research the matter for a possible abbreviated version that is easily understandable; further, he explained that every department head receives a detailed report of their expenses monthly for review. Holly Walsh was present to ask if the Advisory Committee receives these reports as well. Mr. Trabucco confirmed that these reports are available to Advisory at any time.

**DOR REPORT RECOMMENDATION REVIEW: ACTIONS TAKEN**

Mr. Trabucco requested an update on the activity transpired to date on the recommendations contained within the Financial Management Review performed by the DOR last fall. Mr. Thorne provided a summary of the thirty-six recommendations with their status and considered action. Mr. Stone requested that the Board review and consider action on the DOR recommendation to form a Financial Management Team of day to day personnel to meet regularly and proactively to review to assist in compiling information on the prior years performance, year to date activities, the budget process and other financial issues as they arise. Discussion ensued on the DOR's recommended composition of the team. Mr. Boulter moved to establish a Financial Management Team headed by the Town Administrator and comprised of the Town Accountant, Treasurer/Collector, Chief Assessor and School Department Director of Operations and Administration. Mr. Boyle seconded the motion. The vote was unanimously in favor. Mr. Thorne stated that several of the recommendations will require input and/or implementation by Department Heads; he will create an agenda to review relevant DOR recommendations with them at a future meeting.

**CONSIDER A SUMMER SCHEDULE**

A proposed summer schedule beginning June 23 was considered; regularly scheduled meetings would occur June 16 and 30, July 14 and 28, August 11 and 25. The chairman would reserve the right to call a special meeting should the need arise. Mr. Boyle moved to adopt the summer schedule as submitted. Mr. Stone seconded the motion. The vote was unanimously in favor.

**TOWN ADMINISTRATOR'S REPORT**

Mr. Thorne stated that the Town has been monitoring surrounding communities' recent actions surrounding solid waste. Mr. Thorne will have the final information next Monday for the Board regarding the ongoing discussions pertaining to a solid waste plan for Pembroke.

**ASK THE SELECTMEN**

Mr. Stone was asked to announce that there is a vacancy on the Council on Aging Board of Directors and they seek interested applicants. Please contact the Selectmen's office to apply or the Council on Aging for further information. Mr. Stone advised the Board that he attended the Eagle Scout ceremony for Joshua Lothrop on Sunday in Middleboro at the 4-H building he restored; Mr. Lothrop is the twenty-first Eagle Scout from Pembroke since 2001. Mr. Stone thanked the many employees of Pembroke who contribute to the Scouting program and were in attendance on Sunday.

Mr. Boulter stated that the Board is in receipt of the PACTV Annual Report of Activities; Mr. Trabucco requested that a downloadable format be posted to the Town website.

**UPCOMING ISSUES**

On May 12<sup>th</sup> the Board will review an expired trailer permit at 1 Bonney Street. On May 19 the Town Memorial Committee will be present to review planned Memorial Day activities at 7:00 pm and a Comcast representative will be in at 7:05 to discuss the closing of the local offices.

At 7:35 pm, Mr. Boyle made a motion to adjourn; Mr. Stone seconded the motion. The vote was unanimously in favor.