

TOWN OF PEMBROKE
MASSACHUSETTS

APPROVED
ADVISORY COMMITTEE MINUTES
20 January 2015

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30 PM on 20 January 2015. Also present were Stephen Curley, Timothy Brennan, James McCollum and Stephen Walsh. Anthony O'Brien arrived at 7:38 PM. Rachel Michael was absent.

Upon motion made by Stephen Curley and seconded by Timothy Brennan following the discussion, it was

VOTED¹: To accept the minutes of the meeting held on 05 January 2015 as amended. James McCollum, Stephen Walsh and Anthony O'Brien supported the motion.

The Committee met on 12 January 2015 – there was not a quorum for an official meeting.

The Committee met with James Neenan, Fire Chief to review his FY16 budget. He presented a revised budget noting EMT pay was documented twice in the original budget but was since corrected. No other changes were noted. He is concerned about what he has budgeted for utilities indicating this may not be enough to cover this expense. The Fire Department received a \$500,000 grant for new phone system. He expects this project to be completed by end of May 2015.

The Committee received a "Request for Transfer From the Reserve Fund" from Town Administrator, Ed Thorne for \$527.08 to pay GateHouse Media for advertising the COA Director job opening.

Upon motion made by Anthony O'Brien and seconded by James McCollum following the discussion, it was

VOTED¹: To approve the "Request for Transfer From the Reserve Fund" from Town Administrator, Ed Thorne for \$527.08 to pay GateHouse Media for advertising COA Director job opening. Stephen Curley, Timothy Brennan and Stephen Walsh supported the motion.

The Committee received a "Request for Transfer From the Reserve Fund" from Town Treasurer/Collector, Kathleen McCarthy for \$250.00 to reimburse Jennifer Grasso and Stephanie Callanan for their eyeglasses. This is part of the employee benefit agreement.

Upon motion made by Stephen Curley and seconded by James McCollum following the discussion, it was

VOTED¹: To approve the "Request for Transfer From the Reserve Fund" from Town Treasurer/Collector, Kathleen McCarthy for \$250.00 to reimburse Jennifer Grasso and Stephanie Callanan for their eyeglasses. This is part of the employee benefit agreement. Timothy Brennan, Anthony O'Brien and Stephen Walsh supported the motion.

The Committee reviewed the November Financial report for the Advisory Committee.

The Committee received and reviewed Town of Pembroke Operating Budget Report dated December 31, 2014 from Town Accountant, Michael Buckley.

Linda Peterson, Chairperson noted Town Counsel confirmed the Town by-laws related to the number of members required for a quorum. The Advisory Committee is a nine member committee and a meeting quorum must have five members present for an official meeting. There are currently two openings. The Committee discussed advertising these openings in the newspaper. The committee will ask the Board of Selectmen office for Town Reporter contact information.

The Committee received and reviewed the Solid Waste FY15 YTD Budget at the request of Chairperson, Linda Peterson.

Budget Review meetings scheduled with the Police Department/Emergency Management and Animal Control Officer have been rescheduled.

There being no further discussion the Committee adjourned at 8:30 pm.

Respectfully submitted,

Stephen Curley, Clerk