

TOWN OF PEMBROKE
MASSACHUSETTS

MINUTES
05 January 2015

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:29 PM on 05 January 2015. Also present were Stephen Curley, Timothy Brennan, James McCollum, Stephen Walsh and Rachel Michael.

Anthony O'Brien arrived at 7:31 PM.

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

VOTED¹: To accept the minutes of the meeting held on 15 December 2014 as amended.
Timothy Brennan, Stephen Walsh, Anthony O'Brien and Rachel Michael supported the motion.

The Committee met with Kathleen McCarthy, Town Treasurer/Collector to review her FY16 budget. Kathleen noted that everything is the same. General expenses were switched but the amount did not change. Salary line item is down from 2015 due to the resignation of Assistant Treasurer and the new employee hired starting at step 1. At the request of the Committee, Kathleen explained the Town Tax Title process.

The Committee met with Mike Buckley, Town Accountant to review his FY16 budget. Mike noted that his salary line item is \$1000.00 less than FY15 as his employee also works part-time for another town department and will increase hours in that department. There is an increase of \$250 for an annual contract computer system maintenance fee. The program his department uses is inexpensive and efficient. The Committee asked if there is consideration of a new financial statement system. Mike noted he has not heard anything.

The Committee met with Mary Ann Smith, Town Clerk to review her FY16 budget. She noted no changes to her budget but alerted the Committee that there may be a Special Election regarding 2 ½ Override for the school budget. A group of parents contacted her office to inquire about the process for a Special Election. Mike Buckley, Town Accountant and Mary Ann met with this group and explained the process. Mary Ann noted if this happens she would need additional funding. A Special Election could cost approximately \$15,000.

The Committee met with Lisa Cullity, Board of Health Agent and representative for the IT Committee to discuss both FY16 budgets. Lisa noted leveled funding for both budgets. She would like to digitize department files but is cost prohibited and could cost up to \$68,000. The Town's financials and tax data have been digitized and are protected in case of an emergency. She referenced the Town Hall fire of 1979 and the loss of Town documents at that time.

In reference to IT equipment, Lisa noted there is a new equipment contingency where the operating systems are not more than five years old. The Committee asked about streamlining operating systems within Town departments. Lisa noted that operating systems used are proprietary software and is not always universal but instead are department specific. The Committee asked if there was an IT Policy in place. Lisa stated not yet but

she drafted one and submitted it to the Town Administrator. She said that Town employee have been told not to use social media sites for personal use during working hours.

The Committee reviewed the memo from Sabrina Chilcott, Executive Assistant to the Board of Selectmen regarding the 2014 Annual Report of the Town. The deadline to submit is January 31, 2015. Linda will draft for the Advisory Committee and have available for the Committee to review at their next meeting.

The Committee noted that the Board of Selectmen will discuss the resignation of Advisory Committee member Patricia Elsner at their 05 January 2015 meeting. The Advisory Committee now has two vacancies.

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

Respectfully submitted,

Stephen Curley, Clerk