

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
27 JULY 2015

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:33 PM on 27 July 2015. Also present were Stephen Curley, Timothy Brennan, James McCollum, and Stephen Walsh. Tonight's meeting was recorded by local PAC TV.

Richard Mc Manus and Rachel Michael were absent.

The committee reviewed and discussed the:

- Advisory Committee Financial Reports for May 2015 and July 2015
- Policies and Procedures Handbook for Appointed Committees received from the Board of Selectmen.
- Update on DOR Recommendations from Ed Thorne, Town Administrator. Ed responded to 32 of 38 recommendations, some are missing. The Advisory Committee will review and discuss at their next meeting.

Upon motion made by James McCollum and 2nd by Stephen Curley following the discussion, it was

VOTED: To accept the minutes of the meeting held on 15 June 2015. Linda Peterson and Timothy Brennan supported the motion. Stephen Walsh abstained.

Linda Peterson noted that Richard McManus is traveling today. Mark Gould resigned from the Advisory Committee; he sold his house and moved from Pembroke. Anthony O'Brien also resigned from the Advisory Committee. We have not heard from Rachel Michael.

- Linda received an inquiry from Matthew Marani, Assistant Principal at Norwell High School who has lived in Pembroke for six years. He decided he was unable to commit to every Monday night as he currently has meetings scheduled on two other nights.
- Also discussed was the resignation of Frank Hackett, Pembroke School Superintendent effective October 1, 2015 and the status of a permanent Fire Chief; search is ongoing.
- Kris Fraser accepted the position of full-time Secretary for the Fire Department.

Mike Buckley, Town Accountant met with the committee to review the 2015 year end transfers. Also present was Police Chief Richard Wall. Linda noted that no funds were requested from the Reserve Fund.

- The largest transfer is for Police Overtime. Chief Wall noted that one officer has been out since January and replacement costs totaled \$39,665. Every shift the replacement is time and a half. Another officer has been out for one month. The \$27,563 is being transferred from Health Insurance expense.
- Town Administrator expenses of \$4,642 were due to vehicle allowance; this expense has now been included in the Town Administrator salary.
- The Assessors and Town Counsel legal costs for May "blew us out of the water" stated Mike Buckley, Town Accountant.
- Council on Aging building maintenance of \$9,850. Mike noted that Anna Seery, Council on Aging Director noticed a lack of maintenance over the years in the facility where they feed and treat people. These repairs were necessary.

Upon motion made by Stephen Curley 2nd by James McCollum and following the discussion, it was

VOTED: To approve the 2015 year end transfers as follows:

Advisory/Supplies \$44 from Advisory Payroll
Town Administrator/Salary \$4,642 from Town Administrator Expenses
Assessors/Legal \$12,300 from Assessors Payroll
Town Counsel/Legal \$24,036 from Health Insurance Expenses
Police/Overtime \$27,563 from Health Insurance Expenses
Board of Health/Overtime \$871 from Board of Health Expenses
Council on Aging/Building Maintenance \$9,850 from Council on Aging Payroll
Community Center/Maintenance Wages \$655 from Community Center Expenses

Linda Peterson, Timothy Brennan and Stephen Walsh supported the motion.

The committee reviewed and discussed Ed Thorne, Town Administrator's response to six questions from Advisory. Ed was unclear on the request for an "updated" Snow Removal Report. The committee suggested forwarding a copy of the original report created by the Halifax Town Administrator to Ed. The final Auditors report was received from Ed and forwarded to Advisory Committee members. The Town website is being revamped. Ed noted that the Town Collective Bargaining Contracts were submitted to be posted on the Town website.

Timothy Brennan noted he reached out to Ed Thorne for financial information from the past five years. Tim is working on creating a visual presentation which could be used at Town Meeting. He will have more information in the fall.

Linda Peterson noted that the Advisory Committee is in need of two members. If anyone in town is interested in joining the committee, please submit your application to the Board of Selectmen. Stephen Curley noted that you don't need to be an Accountant or have a financial background. You would need to be available every Monday night in the fall and spring.

There being no further discussion the Committee adjourned at 7:48 PM.

Respectfully submitted,

Stephen Curley, Clerk