

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
23 NOVEMBER 2015

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 23 November 2015. Also present were Stephen Curley, Timothy Brennan James McCollum, John G. Brown, Jr., Stephen Walsh, Richard McManus and Elizabeth Monks. PAC TV is recording tonight's meeting.

The committee reviewed and discussed the following correspondence:

- Advisory Monthly Financial Report – October 2015. Only expense to date is annual dues.
- FY16 Operating Budget Report – October 31, 2015 received from Michael Buckley, Town Accountant. The departments at 33% spent are right on. Linda noted that Liability is already overspent. It was asked if anyone knew when Town Landing opens as their budget is at 98% spent. Most members believe Town Landing opens end of June and/or July 4th.
- Revised budget meeting schedule with Town Departments was reviewed. Town Clerk unable to keep appointment time; it was rescheduled. The budget schedule begins on Monday, December 7, 2015.

Upon motion made by James McCollum and 2nd by John G. Brown, Jr. following the discussion, it was

VOTED¹: To accept the minutes of the meeting held on 09 November 2015. Stephen Curley, Stephen Walsh, Richard McManus and Elizabeth Monks supported the motion. Timothy Brennan abstained.

Linda opened discussion with committee members about the Advisory Committee upcoming meeting schedule. Does the committee agree to meet on 12/7 and skip 11/30? The committee agreed. The next Advisory Committee meeting is scheduled for Monday, December 7, 2015. The meetings will then be weekly except for 12/21 and 12/28.

As a follow-up to the November 9, 2015 Advisory Committee meeting Elizabeth Monks asked Stephen Walsh if the DPW found a vehicle at the auction. Stephen noted that they are still looking at auction sites.

Linda asked Timothy Brennan for an update on the presentation he is working on regarding town financial information. He noted Ed Thorne, Town Administrator suggested he obtain that information from Michael Buckley, Town Accountant. Tim is looking for data (revenues and expenses) for the past seven years by line item; export from the general ledger would be sufficient. The data will be used to create a visual for town residents for the upcoming May Town Meeting. Tim has been unsuccessful in obtaining the data from Michael Buckley, Town Accountant. The committee agreed to send an email to Mike requesting this information for the committee by December 7, 2015.

The Advisory Committee adjourned at 7:49PM.

Respectfully submitted,

Stephen Curley, Clerk

¹The Chairperson did not vote on these motions.