

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
07 DECEMBER 2015

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 07 December 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 met with the Planning Board – Chairperson, Daniel Taylor and Secretary, Marilyn Zechello to discuss FY17 budget. Marilyn noted that nothing has changed for FY17; no surprises. Advertising line item is for Zoning Articles. Richard McManus asked a question about \$900 for office supplies; is the \$200 for computer supplies included? Yes – so the total is \$1,100 – noted on two separate line items. There being no other questions or comments, the committee thanked Dan and Marilyn.

Timothy Brennan received the financial data from Town Accountant, Michael Buckley and is in the process of compiling the information. The committee members discussed how State aid and new growth impacts the town budget each year.

The committee met with David McPhillips, Director of Veterans Services to discuss his FY17 budget. Dave started with introductions from committee members. David administers Veteran's benefits for the State and assists Veterans and their families with their benefits; some are indigent and elderly.

- The Town receives 75% of the money back from the State. It's twelve months behind, he added the last 4 quarters and the Town is getting back \$116,143.
- The wage and salaries are for himself a part-time employee and his Administrative Assistant a full-time employee. His Administrative Assistant has worked for the Town for 20 years and is a union employee eligible for longevity and performance increases which are noted in the budget.
- David must be certified by the State and is required to attend a one week seminar each year at a cost of \$900.00. The Town is reimbursed by the State for this expense.
- The cost of office supplies has increased for toner cartridges. To receive the discounts these purchases are made through the Town's preferred vendor; WB Mason.
- Flags purchased for the graves are reimbursed every year. Also, the Memorial Committee gets a little budget to buy these flags. The Town by-law for flag edict was written by Everett Reed. David has been working on improving the flag holders; he tries to purchase 50 a year.
- David has written many claims for Veterans to stay in their homes; to help pay their taxes. The Town has received over two million dollars from the Federal Government.
- The question was asked how many Veterans are seeking assistance and how does he find out about them. David noted there have been approximately 25-30 this year and he learns about some of these Veterans from the Shine counsellor; Council on Aging; Elder Services; the VA, the VA Hospital and some drop in to the office.
- Churches have donated Stop & Shop gift cards in denominations of \$50; this has helped a lot.
- The American Legion donates \$1,000 a year; this helps as many need gas, heating oil, etc. There is also a food pantry in Middleboro for Veterans.

With no other questions or comments from the committee they thanked David.

¹The Chairperson did not vote on this motion.

Linda noted that the Board of Health was unable to keep their budget appointment with Advisory tonight. The only date on the schedule that we could reschedule would be January 11, 2016 @8:30PM. The committee will request that one of the Board of Health members attend along with the Health Agent.

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

VOTED¹: To accept the minutes of the meeting held on 23 November 2015. Timothy Brennan, John G. Brown, Jr., Stephen Walsh, Richard McManus and Elizabeth Monks supported the motion.

Richard McManus asked the question regarding budgets. He is asking if we know what each department is spending the budget money on for each line item. Stephen Curley noted that the Town budget is voted at the Annual Town Meeting by line item not what is purchased. You don't see the details until you get the annual budget.

Stephen Walsh noted that the DPW purchased a new truck and loader from the auction. He also noted they have a one year reserve of rock salt for the winter.

The Advisory Committee adjourned at 8:22PM.

Respectfully submitted,

Stephen Curley, Clerk

¹The Chairperson did not vote on this motion.