

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
16 February 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 16 February 2016. Also present were Stephen Curley, Timothy Brennan, James McCollum, John G. Brown, Jr., and Stephen Walsh.

Absent: Richard McManus and Elizabeth Monks.

Guest: Brian Van Riper, Mark Amorello, Bill Boulter and Anna Seery

The committee met with Brian Van Riper, Chairman CPC, to discuss FY17 budget.

- Brian noted the CPC received 5 – 6 applications for major improvements for the spring Annual Town Meeting as follows:
 - GAR Hall AKA Boys Club requesting \$135,000 for restoration work. All exterior needs to be done; changes to front of building, roof needs replacing to bring up to state code. Need to be more compliant with ADA; will file an exception for the 2nd floor of the building.
 - Ballfield fencing and batting cage - \$15,000
 - Restoration to the Town Bandstand - \$4,000 for roof support timbers
 - Cobb Library in final stage of restoration of exterior work
 - There is consideration to submit an Article at the spring Town Meeting Warrant to take back the funds to purchase the LAGE RESERVE and return to the CPC general fund. The Town approved \$500,000 in October 2014. Since November 2014 no progress has been made in the purchase. The Town has received several proposals from the property owner's legal counsel with conditions of sale with no agreement on either side. Brian will keep Advisory up-to-date.
 - FY16 - \$2.7 million in CPC revenue surplus – with spending of \$2.5 million in projects. The current balance is \$200,000.
 - The Historical Building submitted final request
 - Estimated revenue from the state – see no big increase – same number as last year.
- With no other questions or comments from the committee they thanked, Brian Van Riper, CPC Chairman.

Upon motion made by James McCollum and 2nd by Timothy Brennan following the discussion, it was

VOTED¹: To accept the meeting minutes of 01 February 2016. Stephen Curley, John G. Brown, Jr., and Stephen Walsh supported the motion.

The committee met with Mark Amorello, Herring Superintendent to discuss FY17 budget.

- Mark noted there is a need to purchase new equipment such as new waders and new gates. He is also requesting “stipend” funding to pay volunteers that complete required hours of stream work. Mark was asked if there were grants available for steam maintenance. Mark noted possibly; but probably not for the “stipend”.
- The Herring Fisheries Commission purchased a canoe and truck with funds from last year.
- Mark noted there is a State mandated Coast Wide Rebuilding program which is shared by everyone. Pembroke received permission this year to cook the herring fish at the Town's Annual Fish Fry; not sure how much yet.

¹The Chairperson did not vote on this motion.

- Mark was asked about the status of the Water Wheel. He noted it is a sore subject. It is currently stored in his shop. If all come to an agreement, it will be reinstalled.
- With no other questions or comments from the committee they thanked Mark Amorello, Herring Fisheries Superintendent.

The committee met with Anna Seery, Council on Aging Director to discuss FY17 budget.

- Anna submitted a revised copy of her budget to committee members.
- She added a line item for a custodian for \$12,334. This position will be shared with the Library. Deborah Wall currently has a custodian that works two ten hour days per week. However, if it snows during the week she and Deborah are shoveling their own buildings. When she arrived last March, the building was filthy and she has been contracting cleaning services for approximately \$130 per week. She also has two elders who clean up after lunches one hour each day; she plans to continue paying them. Ed Thorne, Town Administrator proposed a full time Custodian – 30 hpw at the Library and 10 hpw at the COA along with shoveling of both buildings. As a result of adding the Custodian line item, the Cleaning line was zeroed out.
- Telephone line decreased in FY16 as there were two phone lines not being used and were closed down.
- Contracted Services increased due to awnings; Comcast and the cost of van drivers' physicals and random drug testing. The alarm system should be replaced; she received two quotes and included this additional funding request in the packet submitted to Advisory.
- COA has one vehicle from GATRA. When it needs to be replaced; GATRA will probably replace it. The proposed gas line is \$10,000.
- Postage line item increased as readership has increased. The COA uses bulk mailing versus non-profit mailing. The monthly cost is \$520.00 for 1,495 pieces. Anna researched the non-profit mailing but was denied because the Friends Group doesn't have the proper paperwork. She is converting as many readers as she can to email subscription. Members can go to the COA website and chose the email option. The database she is using is "My Senior Center" which has 4,000 names; many are not active. She will be spending time updating this database. She writes the monthly newsletter and is assisted by staff members.
- She made a change to her salary line item; she forgot to include her annual increase.
- The computers at the COA are not connected to the Town Server so she is manually backing up her computers. Approximately five times each month she is unable to get her computer to boot up. Hub Tech has submitted a proposal for \$3700 to provide a firewall and back up to her system. This option is much cheaper than tying the COA to the Town Server; this would be part of the IT Committee budget.
- Printing and stationary line item increased as she needs to lease a new copier. All computers print to this copier. This was a better option than the cost of maintenance on the old copier.
- With no other questions or comments from the committee they thanked Anna Seery, COA Director. She did a great job being the first time presenting her budget to the committee.

The Advisory Committee discussed the following topics:

- PAC TV next taping of Advisory Committee is scheduled for 2/22/16. The committee agreed to send an email to request changing taping from their 2/22/16 meeting to their 2/29/16 meeting.
- The FY16 Town Operating Budget month ending 1/31/16 received by Michael Buckley, Town Accountant.
- The January 2016 Advisory Financial Report.

¹The Chairperson did not vote on this motion.

- Zoning Board was a no show for their FY17 budget meeting.

Advisory Committee adjourned at 8:40PM. The next Advisory Committee meeting is scheduled for **Monday, February 22, 2016.**

Respectfully submitted,

Stephen Curley, Clerk

¹The Chairperson did not vote on this motion.