

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
14 DECEMBER 2015

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 14 December 2015. Also present were Stephen Curley, James McCollum, John G. Brown, Jr., Stephen Walsh and Elizabeth Monks.
Absent: Timothy Brennan, Richard McManus

The committee met with Mary Ann Smith, Town Clerk, to discuss FY17 budget.

- Mary Ann noted that due to a Presidential Election her FY17 budget has increased; this happens every four years. The Town is in need of new voting machines; one estimate received, to purchase five machines was approximately \$28,225. It's important to order an extra machine in case something goes wrong with one of them. Mary Ann is submitting a request for \$35,000 to cover the total cost. Included in this cost is training to operate the machines. The voting machines the Town is using were purchased in 1996; they will be traded in for a \$3,000 credit each.
- The committee asked about the Printing line item request of \$1,200. They noted the money was not used in the past two years and it has increased for FY17. Mary Ann noted that the budgeted printing for Registrations is \$5,000 and is combined with this line item; it is for the expense of cartridges for the State printer which they are required to use for voter registration, voter lists, etc. This printer is tied to the State network computer.
- Dues not used for FY16; Mary Ann was not able to attend the State meeting.
- With no other questions or comments from the committee they thanked Mary Ann.

The committee reviewed and discussed the Advisory Committee Financial Report for November 2015.

The committee reviewed and discussed the "draft" Advisory Committee meeting minutes of 07 December 2015. One amendment was noted as follows: Shire should be "Shine".

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

VOTED¹: To accept the minutes of the meeting held on 07 December 2015 as amended. John G. Brown, Jr., Stephen Walsh and Elizabeth Monks supported the motion.

The committee met with Catherine Salmon, Town Assessor.

- Cathy noted no changes to her budget except for the Certificate line item; due to required training for staff.
- Their vehicle is still working; this line item is \$500 for repairs/maintenance if something unexpected happens.
- Linda Peterson asked about salaries. Cathy noted she has new employees that started at beginning of range.
- With no other questions or comments from the committee they thanked Cathy.

The committee met with Linda Osborne, Memorial Committee.

¹The Chairperson did not vote on this motion.

- She noted the budget is the same. The committee receives donations. They pay for flags in Town and the Memorial Day Parade. There are discussions regarding moving the time of the Parade to the morning; more to come.
- The committee is reviewing options for a monument to honor Iraqi Veterans. The expected cost is \$10,000. Several local residents want to raise money for this monument. This will go before Town Meeting for a vote. Ideally, they would like to have this completed by 2017 and possibly unveil on Memorial Day.
- With no other questions or comments from the committee they thanked Linda.

The committee met with Robert Clarke, Art Egerton and Mary Guiney of the Conservation Commission.

- They have new board members and each member requires education and must attend Certificate Training Courses. Art has attended one class and learned a lot. There are also webinars available for members to participate from home. This will cost \$2,860.00; also included in this amount is mileage for the field agent. He has been using a company vehicle and that ends soon. Once he begins to use his own vehicle, he will require reimbursement for mileage. Stephen Curley asked about Advertising line item. Mary noted the line item is also used for some office supplies and dues. Linda Peterson recommended this line item be adjusted realistically by breaking out the line item for mileage and dues.
- Linda asked about the copy/scanner. Mary noted she does use the copy machine but it doesn't scan.
- With no other questions or comments from the committee they thanked Robert, Art and Mary.

Linda noted that no one from the IT Committee attended their scheduled appointment tonight. The committee recommended sending a message to Ed Thorne, Town Administrator to inquire as to the chairperson of the IT Committee.

The Advisory Committee adjourned at 8:12PM. The next Advisory Committee meeting is scheduled for 04 January 2016.

Respectfully submitted,

Stephen Curley, Clerk

¹The Chairperson did not vote on this motion.