

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
19 January 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 19 January 2016. Also present were Stephen Curley, James McCollum, John G. Brown, Jr., Stephen Walsh, Richard McManus and Elizabeth Monks.

Absent: Timothy Brennan

Guests: Susan Roche, Deborah Wall, Larissa Curley

The committee met with Susan Roche, Recreation Director, to discuss FY17 budget.

- Susan noted there are two salary adjustments. Her budget has been level funded since the previous Director passed in 2008. She is requesting a \$6,000 salary increase to bring her salary closer with surrounding Town Recreation Directors. A survey of local towns was conducted by Recreation and by the Mass Park Recreation Associations. She has scheduled a meeting with Ed Thorne, Town Administrator and the Board of Selectmen to review the increase.
- Her Assistant Director resigned April 2015 at Step 3 and the new Assistant Director was hired at Step 1 for 28.50 hours and supplementing the remaining 9 hours. She is requesting additional funding to continue paying 28.5 hours.
- Recreation Department is responsible for the baseball fields November – April. Baseball League maintains the fields April 1 – November. This past week the Mattakeesett Street ballfield was vandalized by unknown vehicles. They have installed a guardrail and police are monitoring the situation.
- Telephone line item was increased to cover faster internet service from Comcast.
- She explained the Maintenance Salary for the Community Center is for a custodian. Recreation pays salary of 24 hours per week and the Board of Selectmen pays salary of 16 hours week. This custodian is responsible for cleaning the Community Center.
- She is working with New England Villages developing new adult programs such as Water Zumba, Water Aerobics, Art and Balance Bar classes. Seeking the interest of residents to participate in these programs by offering senior discounts. She also offers children programs at the Recreation Center such as Karate, Self-defense and Little Tikes programs
- With no other questions or comments from the committee they thanked Susan.

The committee met with Deborah Wall, Library Director to discuss FY17 budget.

- Deborah distributed the Library FY15 Annual Report to committee members.
- She distributed the Library FY16 worksheet noting a negative balance on the custodial supplies line item. She purchased LED lights for the Library at a discounted price.
- Personnel lines reflect step increase only, the part-time salaries line was corrected to include the 1.5% increase in FY16 steps.
- She is requesting an increase in Contracted Services, Library Supplies and Books. The Library needs to keep a certain level with the State for Books. Revolving account was a good supplement but it is going down as well as fees going down. Pembroke receives state aid for the Library. The Library must maintain 1 ½ of average of last three years spent on books – 20% of total budget. Plus operate certain hours and be on *Network Plus*. Deborah noted e-books are very expensive but are very popular.

¹The Chairperson did not vote on this motion.

- The Town received a Green Energy Grant and the Library is getting heating system overlay. She also had to get a Comcast cable line at a cost of \$20.00 a month for finite control of this new heating system.
- The Library will also be replacing other light fixtures with LED lighting. This should save the Library \$900.00 a year on the electric bill.
- The Generator installation is almost complete.
- The updated Town Website is live and looks great.
- With no other questions or comments from the committee they thanked Deborah.

The committee reviewed and discussed the “draft” Advisory Committee meeting minutes of 11 January 2016.

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 11 January 2016. John G. Brown, Jr., Stephen Walsh, Richard McManus and Elizabeth Monks supported the motion.

The Advisory Committee adjourned at 8:26PM. The next Advisory Committee meeting is scheduled for **Monday, January 25, 2016.**

Respectfully submitted,

Stephen Curley, Clerk

¹The Chairperson did not vote on this motion.