

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
2 February 2016

Chairperson Linda Peterson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:30PM on 2 February 2016. Also present were Stephen Curley, Timothy Brennan, James McCollum, John G. Brown, Jr., Stephen Walsh, Richard McManus and Elizabeth Monks. Guest: Gene Fulmine

- The committee received a request from the CPC to reschedule their FY17 Budget meeting. Brian Van Riper has a conflict and is unable to attend on February 8th. The committee agreed to schedule an additional meeting for Tuesday, February 16, 2016. The committee suggested reaching out to Inspectional Services, Zoning Board and Herring Fisheries to reschedule their appointments that were cancelled on 1/4/16 due to weather.
- Linda received an email from the MMA regarding upcoming meetings. One is scheduled for 2/26/16, 8:00am-10:00am in Hanover. She will forward the email along to committee members. Linda has found these meeting informative. Stephen Walsh noted that as a member of MMA we can access the Statehouse News Service. Donna will contact the MMA to obtain a password.
- The committee received and reviewed Ed Thorne, Town Administrator FY17 budget tonight.

The committee reviewed and discussed the “draft” Advisory Committee Meeting minutes of 25 January 2016. Two amendments were made; one is a correction to the population of Pembroke. It was noted by the proposed build out of the Police Department building by Police Chief Wall the estimated population of Pembroke would be 23,000. The second was replacing the word “gases” with “glue” from the Fire Chief’s comments.

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

VOTED¹: To accept the meeting minutes of 25 January 2016 as amended, Timothy Brennan, John G. Brown, Jr., Stephen Walsh, and Elizabeth Monks supported the motion. Richard McManus abstained.

The committee met with DPW Director, Gene Fulmine, to discuss FY17 budget.

- Gene has been managing the DPW budget for the past 10 years.
- One of the budget increases is for gas and diesel fuel; Michael Buckley, Town Accountant, suggested combining these two line items. New equipment; DPW purchased a truck and tow behind trailer for catch basins for \$15,000. There is still \$10,000 available.
- The DPW will be outsourcing street sweeping and catch basin cleaning through the South Shore Consortium. The DPW does not have enough manpower; the town has 2,000 catch basins which are required to be cleaned once a year; the hazardous waste material must be disposed of properly. Street sweeping must be done twice a year. The DPW will keep one of their two sweepers for cleaning the roads around the ponds. The other sweeper will be put out to bid/auction. Last year it cost \$18,000 to keep the sweepers on the road.
- Vehicle maintenance – there is only \$3,000 left until June 2016.
- Linda Peterson asked Gene about the increase in the Snow & Ice line item. Gene was asked by Michael Buckley, Town Accountant to complete a five year average budget. An average winter cost \$365,000 - \$400,000. He spent \$120,000 on salt; this is the

¹The Chairperson did not vote on this motion.

result of the overage on Snow & Ice. The salt doesn't have a shelf life; needed to be sure the Town didn't run out. The salt comes in three colors; brown, white and pink. They're all the same product.

- Linda Peterson asked if there were plans to use Liquid Asphalt this year. Gene noted it cost the DPW \$40,000 for seven days last year. The pot holes are never going to change until the town can find another financial source other than Chapter 70. It's too costly to use Hot Boxes this time of year; it can cost approximately \$175,000. The town repaved Plain St., Old Washington St. and Elm St.; the final top coat will go on this year. He noted that Chapter 90 funding cannot resurface Queens Brook St. because of the need to include the sidewalks.
- Rte. 14 construction project should be starting in April 2016. It will begin on the Hanson side first; with the construction of the roundabout at Rte. 14 and Mattakeesett Street.
- Construction is scheduled for the next 30 months with Rte. 14 project; Rte. 36 to the Rte. 27 set of lights for the construction of sidewalks on one side of the road starting after the 55 and older complex; and the Rte. 53 and Pleasant Street project with the construction of a set of lights and sidewalks.
- Gene noted that Cumberland Farms purchased the gas station across from their current store in the center of town along with Tumbleweeds and the Insurance company property. Some of the traffic backup at the Center St. and Mattakeesett St. set of lights is due to sensors. These sensors are operational most of the time; they have one program for high traveler volume in the AM and PM. Cars must pull up to the line to trigger the sensor; most residents are not aware of this.
- Gene noted that the Town pays for the design engineering for these construction projects and receives 70% from the Federal government. The town is getting about 15 million dollars for these projects.
- Linda Peterson asked how hard it would be to open Oldham Street to "truck exclusion". Gene noted the increased volume of traffic is due to the use of GPS's. Even with the "truck exclusion" for High St. and Mountain Ave. there will be increased traffic as a result of these construction projects.
- As part of a state mandate, all road signage must be replaced with reflective signs. This is another unfunded mandate. He noted there is no control over unfunded mandates and prevailing wages on construction jobs.

Water Department FY17 Budget

- There is an increase in the Meters & Hydrant line item. We are on a ten year meter cycle replacement. Gene was asked how it was organized. He said it is monitored on the billing cycle, high and low flows. They first drop a card at the resident; then call and then notify resident of shut off. They are scheduled to do 16 meters a day with two crews. The cost of replacing meters is incurred by the town.
- Gene was asked about the DPW phone line and voicemail box and if there is secretarial support. He noted that if someone is out on vacation, calls are not picked up until end of day. A work order is then completed and a crew goes out to that call. He said this was the first he heard of it and he would look into it.
- He is currently waiting for their new 10 wheeler – should of received this truck in December 2015. He noted that the next request submitted for new equipment will include language around meeting deadlines.
- Gene was asked what was on his "wish list" if the town had the financial means. He said getting the roads up to a good rating; this would cost \$10.5 – \$11 million dollars. This is the biggest complaint he receives from residents, 2nd is the request for sidewalks.
- With no other questions or comments from the committee they thanked DPW Director, Gene Fulmine.

¹The Chairperson did not vote on this motion.

The Advisory Committee discussed the following topics:

- Federal Government grants that are available to municipalities for such projects such as construction to Town buildings. After meeting with the Police Chief and Fire Chief on 1/25/16 regarding their building repair needs, the committee agreed to send an email to the Board of Selectmen and Town Administrator informing them of the availability of these Federal government grants.
- The Towns 5-10 year Capital plan and would like to receive a copy of the plan. They agreed to send an email to Ed Thorne, Town Administrator requesting a copy of the towns 5-10 year capital plan.
- How Town vehicles are auctioned. What is the Town's procedure? As mentioned at tonight's meeting, DPW Director, Gene Fulmine plans to auction one of the street sweepers. It's in the best interest of the Town to obtain the best price for any Town vehicle auctioned. These funds are returned to the General Fund account. There are websites used for auctioning such items, i.e. Gov.deals.com. For example; a Town fire truck was recently sold at auction for \$50.00 and then resold by the buyer on Craiglists for \$2600. The committee agreed to send an email to the Board of Selectmen inquiring about the procedure use to auction Town vehicles.
- DOR recommendations - The committee agreed to send an email to Ed Thorne, Town Administrator requesting an update of the DOR recommendations.
- A lot of what was discussed tonight is political. The committee thought it may be a good idea to invite State Rep, Josh Cutler to an Advisory Committee meeting sometime after our spring Annual Town Meeting. We could do a combined meeting with the Board of Selectmen if they would be interested.
- Town of Pembroke's new website format – The committee agreed to add the “mission” and/or definition of the Advisory Committee to their page. An email will be sent to Deborah Wall, Library Director to add this information.
- The committee agreed to send an email to Michael Buckley, Town Accountant requesting the committee receive the FY16 Town Operating Budget monthly.

Advisory Committee adjourned at 8:50PM. The next Advisory Committee meeting is scheduled for **Monday, February 8, 2016.**

Respectfully submitted,

Stephen Curley, Clerk

¹The Chairperson did not vote on this motion.