

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
03 DECEMBER 2018

Linda Peterson, Clerk opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 03 December 2018. Also present were Stephen Walsh, Elizabeth Monks and Maria Karas

Absent: Stephen Curley and Matthew Norton

The committee reviewed and discussed the following correspondence:

- FY20 Library Budget – Linda noted the salary increase to the Reference Librarian to full time. The clothing allowance was also discussed; might be for the part time custodian.
- FY16-FY18 budget actuals received from Michael Buckley, Town Accountant. The DOR report completed in 2015 was referenced in regards to direct deposit for all employees as well as moving to bi-weekly payroll. One of the advantages would be to assign other duties to those employees managing the payroll for example; working with benefit vendors to obtain discounts. Also, when you buy an item like rock salt in advance you could save 5%. Consolidating purchases would be another cost savings. Other discussions were around the fuel line item and possibly reviewing the number of town vehicles currently registered. Linda commented on the recycling and mentioned it will be going up next year. Maria Karas said maybe it's possible to change pick up to every other week versus weekly. Maria also asked about vacation buyback; Stephen Walsh said it's part of their contract.

The committee discussed the status of the Town Manager position at the state level – Stephen Walsh noted it has passed the House and is in 3rd reading of the Senate.

Linda updated the committee on the November 26th meeting with the Board of Selectmen and the Police Chief to discuss overspending. She distributed an article published in the newspaper. Michael Buckley, Town Accountant said the Police Chief has been spending \$15,000 a week in overtime with a budget of \$12,000. The Police Chief said his budget was front loaded with overtime and training and most of his officers have already completed. Ed Thorne, Town Administrator, Michael Buckley, Town Accountant and Rick Wall, Police Chief agreed to schedule a meeting to review and discuss.

The FY20 budget will be presented to the Board of Selectmen on Monday, December 10, 2018. Advisory was invited to attend.

Upon motion moved by Stephen Walsh and 2nd by Elizabeth Monks the meeting minutes of November 19, 2018 as amended with two corrections: 1) the language on bullet 4 on page 2; should read "school committee joint with Board of Selectmen budget sub-committee" 2) change the word "expect" to "expert" on the bottom of page 2 was

VOTED¹: To accept the meeting minutes of November 19, 2018 as amended above, Linda Peterson supported the motion. Maria Karas abstained.

The next Advisory meeting is scheduled for Monday, December 10, 2018 at 7:00PM.
Advisory adjourned at 8:00PM.

Respectfully submitted,

Linda Peterson, Clerk