

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
07 JANUARY 2019

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 07 January 2019. Also present were Linda Peterson, Stephen Walsh, Elizabeth Monks and Maria Karas

Absent: Matthew Norton

Guests: Kelly Seifert, Sabrina Chilcott

- Stephen Curley welcomed Kelly Seifert, applicant interested in Advisory membership.
- The Board of Selectmen's Office is requesting all boards FY18 Annual Reports. An email I will be sent to Michael Buckley, Town Accountant requesting the FY18 budget and reserve fund information for inclusion in the report; Stephen Curley will update.
- The Town Manager Act for Pembroke was signed by Governor Baker on December 28, 2018. The Board of Selectmen will discuss forming a Town Manager Search Committee at their meeting on Tuesday, January 8, 2019. The Board of Selectmen has asked Advisory to designate a member for the Town Manager Search Committee. Stephen Curley and Stephen Walsh are both interested. If Stephen Curley runs for Board of Selectmen, this could be a conflict. Stephen Curley said the first few meetings would include setting the criteria for the Town Manager position and this is most critical. They discussed having an alternate member as well; Stephen Walsh agreed to be an alternate
- The Board of Selectmen distributed their 2019 calendar. They will be meeting on Tuesday evenings until July when they will switch back to Monday. Stephen Curley noted that with the Selectmen meeting on a different night from Advisory it's an opportunity for the Selectmen to attend other department meetings and for departments to attend the Board of Selectmen meetings. Stephen Curley plans to attend most of the Board of Selectmen Tuesday meetings.
- The FY19 operating budget through December 31, 2018 was reviewed and discussed. Sabrina was asked if she knew if the Police Department was on budget. She said that the police payroll that came in today was on budget. She also noted that Police Chief Rick Wall broke his leg right before the holidays. He was scheduled for surgery today.

Upon motion moved by Linda Peterson and 2<sup>nd</sup> by Maria Karas to select Stephen Curley as member of the Town Manager Search Committee and designate Stephen Walsh as an alternate member.

**VOTED<sup>1</sup>:** To select Stephen Curley as member of the Town Manager Search Committee and designate Stephen Walsh as an alternate member. Elizabeth Monks supported the motion.

Upon motion moved by Stephen Walsh and 2<sup>nd</sup> by Elizabeth Monks the meeting minutes of December 17, was

**VOTED<sup>2</sup>:** To accept the meeting minutes of December 17, 2018. Linda Peterson and Maria Karas supported the motion.

Stephen Curley welcomed Kelly Seifert and asked her to tell the committee about herself. Kelly said she just moved to Pembroke one month ago and is an architect for a company in town. She grew up in Connecticut. She is excited about living in this town; she just moved from Somerville. She wants to be involved with the town. Linda noted on her application that Advisory was not her first choice. She said she was open to suggestions and after completing the application Sabrina Chilcott mentioned that Advisory is a good committee to learn what's going on. Linda said that you need to know enough and some of the history; you'll learn living in town. Maria joined Advisory after living in Pembroke for two months. Maria said

<sup>1-3</sup> The Chairperson did not vote on these motion.

this work is more challenging than her work. Stephen Curley said every town department does come through Advisory and it does expose you to every aspect of the town.

Linda Peterson asked if the construction company she works for has projects in town. Kelly said not at this time. They have projects in Marshfield and Hingham. Linda Peterson noted that Kelly would have to recuse herself from any conflict. Kelly said her role with the company she draws the plans for the client and the client or the President of the company present to the towns.

Stephen Curley explained that Advisory meets every Monday night, September – May; Annual Town Meeting is in the spring and the Special Town Meeting it is held in the fall. Advisory would also meet in June and possibly one meeting in July. Stephen Curley said asking questions is how you learn and encourages asking questions. He explained the budget process and that a balanced budget must be presented to the town at the Annual Town Meeting. Stephen Walsh noted the town implemented the meal tax and that is revenue coming into the town. Sabrina said all departments are currently reviewing their fees. Stephen Curley said we need a cross reference of members; you don't need to have a finance background, it's nice to have different opinions. Kelly said she worked for Stop & Shop for six years and worked on the plastic bag ban. Maria asked Kelly if she liked numbers, she said yes. Kelly said she is now a registered voter in town.

Upon motion moved by Stephen Walsh and 2<sup>nd</sup> by Maria Karas to recommend Kelly Seifert as a member of Advisory was

**VOTED<sup>3</sup>:** To recommend Kelly Seifert as a member of Advisor. Linda Peterson and Elizabeth Monks supported the motion.

A confirmation of Kelly Seifert as a member of Advisory will be scheduled with the Board of Selectmen and the Town Moderator. Sabrina Chilcott will review calendars and notify Advisory of the date and time scheduled.

Stephen Curley let Kelly know she is welcome to attend Advisory meetings. She would not be able to vote until confirmed. She will receive an email for the date and time of her confirmation.

The next Advisory meeting is scheduled for Monday, January 14, 2019 at 7:00PM.

Advisory adjourned at 7:49PM.

Respectfully submitted,

Linda Peterson, Clerk

<sup>1-3</sup> The Chairperson did not vote on these motion.