

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
28 JANUARY 2019

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 28 January 2019. Also present were Linda Peterson, Elizabeth Monks, Stephen Walsh, and Kelly Seifert

Absent: Matthew Norton and Maria Karas

Linda Peterson excused herself from the meeting at 7:01PM.

Stephen Curley noted that tonight's meeting is being recorded by PAC TV to be viewed at a later date; you can go to their website for dates and times.

The committee welcomed newest Advisory member Kelly Seifert sworn in and confirmed. An updated member list was distributed to the committee. The two vacancies on the list will be removed as term dates have expired.

The following correspondence was reviewed and discussed:

- The Board of Selectmen voted to open the warrant for the May 14, 2019 Annual Town Meeting. The deadline for submitting articles for this warrant is Friday February 8, 2019. All articles submitted with funding must identify the source and provide an explanation. A proposed time line was also included. Advisory should have their recommendations submitted to the Board of Selectmen by April 22, 2019.
- Stephen Curley submitted Advisory's FY18 Annual Report to the Board of Selectmen. The deadline was January 31, 2019.
- A message from Sabrina Chilcott, Assistant to the Town Manager explained that in September 2018 the CPC unanimously voted to adhere to an application submission deadline for all projects to be considered sixty (60) days prior to the opening of the town meeting warrant.
- Kelly asked for an explanation of the town meeting warrant. Stephen Curley explained that all articles submitted are considered and the standard ones are: Wage & Personnel; Full Budget; Housekeeping (from the Board of Selectmen and Town Treasurer); Revolving Funds; DPW articles to accept money from state, etc. One example he noted was the Plastic Bag Article. He also explained how the Veteran Agent budget works; they have money set aside for Veteran services and the state refunds the town 75%, if the money is spent. Reimbursement is received in the following fiscal year. There can be approximately 22-30 articles submitted.

The Advisory Meeting minutes of January 14, 2019 were reviewed and discussed.

Upon motion moved by Stephen Walsh and 2nd by Stephen Curley the meeting minutes of January 14, 2019, was

VOTED¹: To accept the meeting minutes of January 14, 2019. Elizabeth Monks and Kelly Seifert abstained.

Stephen Walsh asked if we could follow-up with Michael Buckley, Town Accountant regarding Advisory's previous request for a list of town vehicles and also to make copies of the FY16-FY18 budget actuals for new member Kelly Seifert so she can follow along when the FY20 Budget is received from interim Town Manager, Ed Thorne.

Stephen Curley noted that Ed Thorne, interim Town Manager has a meeting scheduled Thursday, January 31, 2019 with Mayflower Group and should learn about the healthcare insurance cost for FY20. The town has estimated an 8% increase in the FY20 budget.

The town is receiving more in local aide from the state but getting hit with a Charter School cost of \$90,000. Pembroke does not have any Charter schools but residents can apply to attend these schools. The town is obligated to pay tuition and transportation for each student accepted.

The next Advisory meeting is scheduled for Monday, February 4, 2019 at 7:00PM.

Advisory adjourned at 7:20PM.

Respectfully submitted,

Linda Peterson, Clerk