

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
04 FEBRUARY 2019

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 04 February 2019. Also present were Linda Peterson, Elizabeth Monks, Stephen Walsh, Matthew Norton and Kelly Seifert; Maria Karas present at 7:06PM

Stephen Curley noted that tonight's meeting is being recorded by PAC TV.

The following correspondence was reviewed and discussed:

- Town Vehicle List requested by Advisory in December 2018 was received from Sabrina Chilcott, Assistant to the Interim Town Manager. Linda noted that the list starts on page 2; page one is missing. Stephen Curley said there is no mileage on the list; information they should be getting for the Capital Plan. The question asked was if this information had been submitted to the Capital Study Consultant. Advisory agreed to send an email to Ed Thorne, Interim Town Manager asking if this information was provided to the Capital Study Consultant. The document is a PDF and unable to sort. The committee would like to sort by garage location. An email will be sent to Sabrina asking if Advisory can get this document in an excel format. Stephen Walsh asked how much town staff are being used and are needed; a question that can be asked when Advisory meets with department heads. Stephen Curley suggested reviewing the equipment list for example on line #90 the Backhoe is not contingent on personnel and we don't use it every day. The other example discussed was lines #84 & #85 the Trailers. Kelly asked about page 6 "Inland Marine Coverage". Stephen Curley said this equipment may not be listed under the generic specialized piece of equipment; would have to talk to Ed Thorne, Interim Town Manager. Stephen Curley noted that he met up with Fire Chief Mike Hill and the new Fire Truck on order is expected to arrive December 2019. Stephen Curley said now that the Board of Selectmen meet on Tuesday's Advisory can invite Ed Thorne in any time slot to their Monday meetings. Ed is now responsible for the DPW and every department that has vehicles.
- The Advisory monthly financial report for January 2019 was reviewed and discussed. The Reserve Fund balance is \$24,773.81; not a good sign.

The Advisory Meeting minutes of January 28, 2019 were reviewed and discussed.

Upon motion moved by Stephen Walsh and 2<sup>nd</sup> by Elizabeth Monks the meeting minutes of January 28, 2019 **with one correction to a typo on a “date” should be January 14 not January 17** was

**VOTED<sup>1</sup>:** To accept the meeting minutes of January 28, 2019 **with one correction to a typo on a “date” should be January 14 not January 17**. Kelly Seifert supported the motion. Matthew Norton, Maria Karas and Linda Peterson abstained.

Stephen Curley said Advisory has not received the FY20 budget from Ed Thorne, Interim Town Manager. He is working with DPW Director, Gene Fulimine. Department Head meetings with Fire Chief, Police Chief, Library Director and School Department will be scheduled in the coming weeks.

Maria asked if this Vehicle List is the most recent. Stephen Curley said he believes this was received from the insurance company and may be their document. Maria also asked if Advisory has every submitted an Article. Stephen Curley said yes – we submitted an Article last year to change the by-laws requiring a voting “quorum” specific to the number of active members versus the required number of members for Advisory. Maria suggested an Article on how things get presented to Advisory. Stephen Curley said the Town Manager Act is very new. In the past Ed worked closely with Advisory to have the budget ready to present by the 1<sup>st</sup> week of February and we would have copies. We have not received an update from Ed

regarding his meeting with the Mayflower Group on 1/31/19. Stephen Curley plans to stop by and meet with Ed this week.

**The next Advisory meeting is scheduled for Monday, February 11, 2019 at 7:00PM.**

Advisory adjourned at 7:26PM.

Respectfully submitted,

Linda Peterson, Clerk