

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
18 MARCH 2019

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 18 March 2019. Also present were Linda Peterson, Stephen Walsh, Elizabeth Monks, Matthew Norton and Kelly Seifert

Absent: Maria Karas

Guests: Library Director, Deborah Wall

Stephen Curley welcomed Library Director, Deborah Wall to review her Article in the Annual Town Meeting and FY2020 proposed budget.

- Deborah said she currently has a part-time Reference Librarian working 24hpw; full-time is 37.5hpw. She is asking to upgrade the position to full-time at an annual cost of \$28,830. She is currently budgeted for 19hpw but has been giving the part-time hours to her to so she gets 24hpw. She would like to bring the Reference Librarian to full-time and give the part-time hours back to the aides. Deborah explained that Ed Thorne took \$4,348 from her personnel budget; this is the money she was using to bring the Reference Librarian to 24hpw.
- Ed also cut the book line item. She said she must have a certain amount in the book line item which must equal 15% of her entire budget (personnel, general expenses and books). She has been able to off-set with the fine monies. The fine money is declining. Last year they received approximately \$22,000; this year they have collected \$8,000. She said Libraries are moving away from fines.
- Deborah proposed an increase to her book budget line item but it was cut by \$1,000. She is required to contact the state and review changes to her budget. She said a 1% cut can put the Library in jeopardy.
- She discussed the hours of operation for the Library. This is based on population, the more this number drops it gives her more wiggle room. She is working on this for next year. Kelly Seifert asked why the Library is not open every Sunday. Deborah said the Library is open every Sunday September 1 – May 31st. It costs approximately \$3,000 more to be open every Sunday. Matthew Norton asked what services would be missing if she was not able to get the funding to move the Reference Librarian to full-time. She said some of the services she is unable to do are: Outreach & Development; homebound services; work in the history room; offer more classes.
- Deborah said the Library started managing passports in December for income and it will help with staffing. She said Hanover posted a full-time position and she will probably lose her Reference Librarian. She said she also plans to buy a Karaoke Machine for the public to check out; she also just got a telescope. The friends of the Library are supporting these items.
- Stephen Walsh asked if she makes the decision to close the Library in bad weather. She said yes. The Library had new cameras installed which she is able to monitor from home. This helps to see if the parking lot was plowed. The DPW is responsible for plowing. She said the Library is also used as a Shelter. It was used as a shelter in March 2018 for 5 days when the town lost power.
- Her budget no longer includes the custodian expenses; this was moved to Town Hall and Building Maintenance budget.

Advisory thanked Deborah for this update.

Stephen Walsh asked if we are cutting because we have to. Stephen Curley said we have a surplus of \$76,000; we want to hang onto that. Kelly Seifert referred to the salary line item; feels like we went down a little. Stephen Walsh referred to Appendix A; everyone is getting a raise. Is it coming out of the \$76,000?

²⁻⁸ The Chairperson did not vote on these motion.

^{9-10&12} The Chairperson abstained

¹¹ The Chairperson did not vote on these motion.

Stephen Curley said non-union is \$44,000; \$165,000 for Collective Bargaining Agreement. There are also dollars for a Town Manager Consultant, if we need to. Matthew Norton noted a big increase for Charter Schools. Linda Peterson noted that on Appendix C looks like they took out Sabrina and Landfill Manager Salaries but the salaries didn't go down any. Stephen Walsh asked if anyone knew where we are with Snow & Ice spend. The committee agreed to send an email to Ed Thorne and Michael Buckley asking for the current Snow & Ice deficit.

Advisory reviewed and discussed the following correspondence:

- Planning Board will be holding a public meeting on Monday, March 25, 2019 at 6:30pm to review all their articles submitted to the Annual Town Meeting Warrant.
- The committee received an updated FY2020 Budget from Ed Thorne, interim Town Manager and a revised Special Town Meeting Warrant Articles and The Annual Town Meeting Warrant Articles

The Advisory Meeting minutes of March 11, 2019 was reviewed and discussed.

Upon motion moved by Kelly Seifert and 2nd by Stephen Walsh the meeting minutes of March 11, 2019 was

VOTED¹: To accept the meeting minutes of March 11, 2019, Linda Peterson and Stephen Curley supported the motion. Matthew Norton and Elizabeth Monks abstained.

Advisory reviewed, discussed and voted on the following Town Meeting Warrant Articles:

Article 1- Town Reports

Upon motion moved by Linda Peterson and 2nd by Kelly Seifert, Article 1 – Town Reports was

VOTED²: Favorable Action for **Article 1** – Town Reports. Stephen Walsh, Matthew Norton and Elizabeth Monks supported the motion.

Article 3 – Operating Budget

Upon motion moved by Linda Peterson and 2nd by Matthew Norton, **Article 3** – Operating Budget was

VOTED³: Favorable Action for **Article 3** – Operating Budget. Stephen Walsh, Kelly Seifert and Elizabeth Monks supported the motion.

Article 4 – Water Enterprise Operation Budget

Upon motion moved by Kelly Seifert and 2nd by Stephen Walsh, **Article 4** – Water Enterprise Operation Budget was

VOTED⁴: Favorable Action for **Article 4** – Water Enterprise Operation Budget. Linda Peterson, Matthew Norton and Elizabeth Monks supported the motion.

Article 5 – Solid Waste Budget- skip

Article 6 – Capital Budget - skip

Article 8 – Community Preservation Fund Allocations

Upon motion moved by Stephen Walsh and 2nd by Linda Peterson **Article 8** – Community Preservation Fund Allocations was

VOTED⁵: Favorable Action for **Article 8** – Community Preservation fund Allocations. Matthew Norton, Kelly Seifert and Elizabeth Monks supported the motion.

²⁻⁸ The Chairperson did not vote on these motion.

^{9-10&12} The Chairperson abstained

¹¹ The Chairperson did not vote on these motion.

Article 9 Revolving Funds Limit - the committee wants to check against last year

Article 10 Amend Town Bylaws – Employee Recruitment Manner - hold

Article 11 – Amend Town Bylaws – Delete Appointed Role Compensation (recommended by Town Counsel)

Upon motion moved by Linda Peterson and 2nd by Stephen Walsh **Article 11 – Amend Town Bylaws – Delete Appointed Role Compensation** was

VOTED⁶: Favorable Action for **Article 11 – Amend Town Bylaws – Delete Appointed Role Compensation**. Matthew Norton, Kelly Seifert and Elizabeth Monks supported the motion.

Article 12 – Amend Town Bylaws – Delete Town Administrator Bylaw

Upon motion moved by Linda Peterson and 2nd by Matthew Norton **Article 12 – Amend Town Bylaws - Delete Town Administrator Bylaw** was

VOTED⁷: Favorable Action for **Article 12 – Amend Town Bylaws – Delete Town Administrator Bylaw**. Stephen Walsh, Kelly Seifert and Elizabeth Monks supported the motion.

Article 13 – Establish Revolving Fund – Town Clerk Fees - hold

Article 34 – Annual Town Election

Upon motion moved by Linda Peterson and 2nd by Elizabeth Monks **Article 34 – Annual Town Election** was

VOTED⁸: Favorable Action for **Article 34 – Annual Town Election**. Stephen Walsh, Matthew Norton Kelly Seifert and supported the motion.

Article 35 – Community Preservation Funded Project Proposals

Recommendation A – To appropriate the sum of \$4,400.00 from the undesignated fund reserve and that said funds be granted to the trustees of the Pembroke Historical Society for the historic restoration of the Brick Kiln Shipyard marker located at 101 Brick Kiln Lane in Pembroke, or take any other action relative thereto

Upon motion moved by Stephen Walsh and 2nd by Matthew Norton **Article 35/Recommendation A** was

VOTED⁹: Favorable Action for **Article 35/Recommendation A** - Kelly Seifert and Elizabeth Monks supported the motion. Linda Peterson and Stephen Curley abstained.

Recommendation B – To appropriate the sum of \$25,000.00 from the undesignated fund reserve and that said funds be granted to the trustees of First Church for phase III of ongoing historic restoration to include attic ceiling, clock tower and bell tower restoration, and window replacement, or take any other action relative thereto.

Upon motion moved by Stephen Walsh and 2nd by Matthew Norton **Article 35/Recommendation B** was

VOTED¹⁰: Favorable Action for **Article 35/Recommendation B** - Kelly Seifert and Elizabeth Monks supported the motion. Linda Peterson and Stephen Curley abstained.

Recommendation C – To appropriate the sum of \$40,000.00 from the open space reserve and that said funds be granted to the Pembroke Public Schools for phase I, part 2 of an athletic fields project to include fencing on the softball field at Pembroke High School for open space and recreational purposes, or take any other action relative thereto.

Upon motion moved by Stephen Walsh and 2nd by Elizabeth Monks **Article 35/Recommendation C** was

²⁻⁸ The Chairperson did not vote on these motion.

^{9-10&12} The Chairperson abstained

¹¹ The Chairperson did not vote on these motion.

VOTED¹¹: Favorable Action for Article 35/Recommendation C - Linda Peterson, Matthew Norton and Kelly Seifert supported the motion.

Article 37 – Citizen’s Petition Article to Fund Fireworks at \$7,000

The Board of Selectmen opened the closed Warrant to accept this Article then closed the Warrant again. The committee discussed whether they should take a position on this Article if the funding is coming from restricted funds. This funding will only cover half of the funds needed; they would be responsible to raise the rest of the funds. Linda Peterson asked “what if they don’t raise the rest of the funds”. Stephen Curley noted that Sponsors contributed \$4,000 last year. He also said there is no source of funding. The committee agreed to vote Town Meeting Floor.

Upon motion moved by Stephen Walsh and 2nd by Elizabeth Monks **Article 37 - Citizen’s Petition Article to Fund Fireworks at \$7,000** was

VOTED¹²: Town Meeting Floor for Article 37 - Citizen’s Petition Article to Fund Fireworks at \$7,000 - Linda Peterson, Matthew Norton supported the motion. Stephen Curley and Kelly Seifert abstained.

Kelly Seifert asked about Camp Pembroke Fund. Stephen Curley explained that it’s a camp for Jewish girls and in lieu of taxes they give the town \$8,100 a year.

The committee reviewed the four Articles in the Special Town Meeting Warrant and agreed to hold until they have a discussion with Ed Thorne, interim Town Manager and Michael Buckley, Town Accountant to where the funding is coming from.

The next Advisory meeting is scheduled for Monday, March 25, 2019 at 7:00PM.

Advisory adjourned at 8:30PM.

Respectfully submitted,

Linda Peterson, Clerk

²⁻⁸ The Chairperson did not vote on these motion.

^{9-10&12} The Chairperson abstained

¹¹ The Chairperson did not vote on these motion.