

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
25 MARCH 2019

Stephen Curley, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 25 March 2019. Also present were Linda Peterson, Stephen Walsh, Elizabeth Monks, Matthew Norton and Kelly Seifert

Maria Karas @ 7:08PM

**Guests:** Ed Thorne, interim Town Manager; Susan Shea, Director, Council on Aging; Joseph Ryan, COA Associate Board Member; John Melchin COA Recording Secretary

Stephen Curley welcomed Ed Thorne to review the FY2020 proposed budget.

- This is year one of the Capital budget and will be available to Advisory on Monday, April 1, 2019. The Capital budget will include a five year plan.
- Ed noted that he is scheduled to attend the Planning Board meeting tonight at 7:30pm.
- He will answer any questions from Advisory tonight, if he doesn't have the answer he will return to Advisory's April 1, 2019 meeting.
- Linda asked about the increase in the Board of Selectmen wages & salaries. Ed said they upgraded one position to Executive Assistant. This position is working on projects. Brandon Gulnick is currently in this position. Ed mentioned he is getting married this weekend.
- Pond projects were put into the Capital budget but because it's recurring, it's back in the FY20 budget.
- Eye wear line item is crossed out. Ed said its back in the contract; that's why it's crossed out. Stephen Walsh asked if they have considered working with an outside eye contractor for eye glasses and move the money to benefits. He has mentioned this to Mike Buckley, Town Accountant. Ed said he will make a note of it.
- Stephen Walsh asked about the increase of \$12,000 over the past two years in the Assistant Town Accountant salary. Ed made a note of this question.
- Advisory clerical salaries line item was decreased. Stephen Curley said we are getting into our busy season and will use this money. Ed said he would make a note of that.
- Stephen Walsh noted a \$30,000 wage & salaries increase in the Town Treasurer's office; 2018 actual \$219,843 to 2019 budget \$254,270, then FY20 request of \$267,856 but Ed proposed \$249,307. Ed said they eliminated a part-time position that was on the books.
- Board of Assessors clerical wage & salaries dropped from \$15,794 to \$10,000; Ed said a part-time position was eliminated.
- Data Processing - Ed said the maintenance line item was reduced by \$10,000.
- Matt Norton asked about the Town Hall Maintenance. Ed said it's the combination of all four custodians in one line item.
- Linda noted a decrease in the Police overtime by \$100,000. Ed said at town meeting he received two full time employees to help reduce overtime. He also said the police cruiser request was moved to the Capital budget. Stephen Walsh asked if we were increasing our fleet; more vehicles coming in nothing going out. Ed said they will be auctioned.
- Stephen Walsh asked about the Animal Control line item for Dead Animal Pick up, it's zeroed out. Ed said this is now part of the Animal Control Officer's salary.
- Stephen Curley asked if the DPW's Pavement Management line item is now part of the Capital budget. Ed said yes it meets the criteria; will be setting the dollar amount at \$100,000.
- Linda asked if the School department is happy with the proposed budget. Ed said he hasn't heard anything; it's a fair number.
- Linda asked about healthcare and how are we protecting ourselves. Ed said we will spend less this year than budget as there is a 4% budget cushion. He said four towns have left Mayflower and they're showing a profit; they're not using their reserve fund.

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

- Linda noted the line item for Snow & Ice is \$150,000. Ed said he will increase each year. She also noted that the DPW has been out on pothole brigade. Ed said the DPW has a new boss and is a lot more transparent with a three year plan for paving; looking at Valley and High Streets. Linda said the street light line item is down. Ed said they have charts going back six years; not spending it.
- Solar Farms – Ed said they are looking at properties behind the skating rink or behind the water department. Will work with one of them to power the five wells in town. The state is making exceptions for solar farms to build on cranberry bogs. The federal government has been paying bog owners not to grow cranberries.
- Linda asked what happened to the Board of Health telephone. The line item is “zeroed out”. Ed with check on it.
- Stephen Walsh noted the clerical salaries for the Recreation Commission went up.
- Stephen Curley asked about the dollar increase for Council on Aging van drivers. Ed said it is mixed in budget, non-union section; he will get clarification. He believes its GATRA funded. Stephen Curley asked about the decrease in the gasoline line item from \$13,000 to \$10,000. Ed will check on this.
- Veteran’s Services – Stephen Curley explained that veteran’s with no insurance, the town pays their medical and the state will reimburse 70%. The town submits the expenses in spring and it’s reimbursed for FY21 budget.
- Library – dropped wages that Deborah Wall, Library Director was using for her part time reference librarian. Also dropped her book line item. She was going to run the numbers to be sure her book line is 15% of her budget.
- Recreation Commission – no performance pay; Ed with check on this. Ed said the clerical salary went from \$35,803 to \$49,282; this will come from revolving account.
- Linda asked about the Community Center maintenance. Ed said this is part of the Town Hall Maintenance budget.
- Short Term Interest - \$33,500 – Ed will talk with Mike Buckley, Town Accountant.
- Linda asked about OPEB line item – Ed said it’s in the Capital budget.
- Matt asked about the Property & Liability Insurance \$305,000. Ed said this includes the school board insurance, town buildings and school buildings. Workmen’s Compensation: we are self-insured and save on a third party administration and we’re not paying a premium.
- Mandatory Expenditures - Charter Schools increase of \$210,000.
- Article 9 – Revolving Fund Limits – Linda asked about the Conservation Commission at \$20,000; it’s down. It was \$45,000 last year. Ed said there is one that doesn’t have to be approved at Town Meeting.
- Unemployment Compensation increase of \$50,000. Ed said 99% of the unemployment is from the schools. They hire teachers for three years, weed them if they don’t perform well, then lay them off. We have no control over it.

Advisory thanked Ed for this update.

Advisory welcomed Susan Shea, Director, Council on Aging; Joseph Ryan, COA Associate Board Member; John Melchin COA Recording Secretary to review Town Meeting Warrant Article.

- Susan provided supporting documentation for an addition to the current Council on Aging building.
- She said the project started with adding a bathroom to meet ADA compliance. When hosting a Memory Café for 15 people and one member goes into the bathroom with a caregiver, they can take up to 25 minutes. The addition was suggested for the back of the building which would include a bathroom.
- This room would have its own entrance and could also be utilized at night as a private meeting space. Her one bathroom housing their only utility sink for the custodian and will need to be removed to meet ADA compliance. She has received two estimates for construction ranging from \$225,000 to \$235,000. Stephen Walsh asked if that included prevailing wage. She said no. He said they will probably be asked if the septic system could handle an additional bathroom. He also asked if she had any thoughts about combining with the Community Center. Stephen Curley noted that the

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

Community Center project wants to include the Senior Center. She should reach out to Andrew Sullivan. She said she has concerns that it would take too long, 10 – 15 years away. Stephen Curley said this project would go to Ed Thorne, interim Town Manager to be added to the Capital Plan and be prioritized as well as talking with State Reps Josh Cutler and Vinny deMacedo. An addition would not be considered preservation. Stephen Walsh asked if she spoke to the Office of Disabilities for grant possibilities. She said Brandon Gulnick is looking into that. Stephen Walsh said the building falls within the Historic District and some things may be eligible for CPC funds, for example i.e. exterior doors. You may want to reach out to Lisa Cullity, Chairperson of the CPC. He also suggested she speak with John Brown, Selectmen about the state grant for Pembroke Center project.

- Susan said she needs to start the conversation as to the needs of the Council on Aging. She did not have the exact date the building was built but she believes it was the early 1900's.
- Article 17 – Amend Classification & Compensation By-laws – COA Drivers – Susan said the current van driver rate is lower than neighboring towns, Marshfield, Duxbury and Kingston. Our rate is \$14.85 would go up to \$15.85. Recertification through GATRA is required every two years. Massachusetts DOT partners with a company in Ohio for training which provides train the trainer classes but not locally. There are a lot of steps to go through for the training. Susan said her drivers have a loyalty to Pembroke and she can't afford to lose them.

Advisory thank Susan, Joseph and John for coming.

Advisory reviewed and discussed the following correspondence:

- Open Space Plan – Everyone received this communication. This information is located on the town website and is a few hundred pages. Stephen Curley noted their objectives are on the last few pages of the document. He said they did a phenomenal job.
- Kelly asked about why the Federal government was paying Cranberry owners not to grow cranberries. It was due to the cranberry glut and trying to keep cranberry growth down.
- Advisory Financials through February 2019 – It's in pretty good shape.

The Advisory Meeting minutes of March 18, 2019 was reviewed and discussed.

Upon motion moved by Matthew Norton and 2<sup>nd</sup> by Linda Peterson the meeting minutes of March 18, 2019 with two corrections noted 1) Library Sunday hours are September 1 – May 31<sup>st</sup> 2) Kelly Seifert abstained from vote on Article 37 was

**VOTED<sup>1</sup>:** To accept the meeting minutes of March 18, 2019, with two corrections noted 1) Library Sunday hours are September 1 – May 31<sup>st</sup> 2) Kelly Seifert abstained from vote on Article 37. Kelly Seifert, Stephen Walsh and Elizabeth Monks supported the motion. Maria Karas abstained.

Stephen Curley asked members if they want to discuss setting a timeframe for the 3<sup>rd</sup> Annual Financial Presentation to residents prior to the Annual Town Meeting in May. The date of Monday, May 6, 2019, 7:00pm – 8:30pm was decided. The meeting location was also discussed. Committee members agreed to check space availability at the Library and Veterans Hall. PACTV will also need to be reserved.

The next Advisory meeting is scheduled for Monday, April 1, 2019 at 7:00PM.

Advisory adjourned at 9:00PM.

Respectfully submitted,

Linda Peterson, Clerk

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