

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
03 JUNE 2019

Linda Peterson, Clerk opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 03 June 2019. Also present were, Stephen Walsh, Elizabeth Monks, Kelly Seifert, and Maria Karas  
**Absent:** Stephen Curley, Matthew Norton

The committee reviewed and discussed the following correspondence:

- The Board of Selectmen re-organization: Bill Boulter, Chairperson, Arthur Boyle, Vice-Chairperson, John Brown, Clerk, Dan Trabucco and Jessica Rushing Selectmen. Maria Karas asked about this change. Linda noted that this is the vote of the committee.
- Monthly Financial Report – Advisory for April 2019 – Maria Karas asked about MMA dues and the Reserve Fund. Linda explained the MMA host an annual meeting in January for members; we pay annual dues for this membership. The Reserve Fund is used by all departments and set aside for unexpected expenses and emergencies.
- The Board of Selectmen Amended 2019 Calendar – the Fall Town Meeting date has been added; October 22, 2019.

The committee discussed the Town Manager search; this committee meets every other month. Ed Thorne's contract ends June 2020. They discussed the need of someone with experience and a strong background in Finance. Not sure how the Advisory Committee will be impacted by the change to Town Manager.

The new finance software accounting program recently purchased has been installed. The town needs to get more in line with employee direct deposit.

Stephen Walsh mentioned that Brandon Gulnick in the Board of Selectmen's office is actively working on grants. He plans to meet with Department Heads to review their needs. There are a lot of ADA requirements.

The next Advisory meeting is scheduled for Monday, June 24, 2019 at 7:00pm. The committee will meet in July for one meeting; either July 15<sup>th</sup> or 22<sup>nd</sup> to sign off on the budget and outstanding bills for FY19. This is usually paid with surplus which goes to Free Cash.

Upon motion moved by Stephen Walsh and 2<sup>nd</sup> by Kelly Seifert the meeting minutes of May 14, 2019 was

**VOTED<sup>1</sup>:** To accept the meeting minutes of May 14, 2019. Linda Peterson and Maria Karas supported the motion. Elizabeth Monks abstained.

The committee discussed re-organization of Advisory. Linda Peterson is willing to step into the Chairperson position.

Upon motion moved by Stephen Walsh and 2<sup>nd</sup> by Kelly Seifert nominating Linda Peterson as Chairperson of Advisory effective July 1, 2019 was

**VOTED<sup>2</sup>:** To accept the nomination of Linda Peterson as Chairperson of Advisory effective July 1, 2019. Elizabeth Monks supported the motion. Maria Karas abstained.

Maria would like to nominate Stephen Walsh as Chairperson. Stephen Walsh said he is not interested in the Chairperson position but would accept the Clerk position. Linda said that the Chairperson needs to be knowledgeable about the town but decisions are made as a committee; not a one person statement.

The committee agreed to a 2<sup>nd</sup> vote:

Upon motion moved by Stephen Walsh and 2<sup>nd</sup> by Kelly Seifert nominating Linda Peterson as Chairperson of Advisory effective July 1, 2019 was

**VOTED<sup>3</sup>:** To accept the nomination of Linda Peterson as Chairperson of Advisory effective July 1, 2019. Elizabeth Monks and Maria Karas supported the motion.

Upon motion moved by Linda Peterson and 2<sup>nd</sup> by Maria Karas nominating Stephen Walsh as Clerk of Advisory effective July 1, 2019 was

**VOTED<sup>4</sup>:** To accept the nomination of Stephen Walsh as Clerk of Advisory effective July 1, 2019. Elizabeth Monks and Kelly Seifert supported the motion.

Linda Peterson and Stephen Curley's Advisory term expires June 30, 2019. The Board of Selectmen have scheduled Tuesday, June 25, 2019 for confirmation of re-appointments.

Advisory adjourned at 8:00PM.

Respectfully submitted,

Linda Peterson, Clerk