

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
16 SEPTEMBER 2019

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 16 September 2019. Also present were, Stephen Walsh, Elizabeth Monks, Kelly Seifert and Matthew Norton.

Absent: Maria Karas

Guest: Michael Buckley, Town Accountant

Linda Peterson opened the meeting and welcomed Michael Buckley, Town Accountant. The committee discussed the two Requests for Transfer from the Reserve Fund.

1. Vacation Buyback for Susan Roche, Director of Recreation in the amount of \$2,397.00
2. Vacation Buyback for custodian Zbigniew Cytrynowski in the amount of \$938.80

The committee asked Mike if the town should establish a separate fund. Mike said we have historically used the Reserve Fund for these requests. In light of the resignation of the Recreation Assistant, would it be possible to pay the vacation buyback from the salary funds. Mike said the Town Manager eliminated the fund for the clerical person in the FY20 budget. He said it would be something to plan for in FY21; the department heads could be advised to plan for this expense in their budget.

The committee discussed sending an email to Ed Thorne, Town Manager alerting him that as of July 1st the Reserve Fund is short \$3,000. This is due to vacation buyback requests; the committee would suggest establishing a separate fund for this type of expense in FY21 budget.

Upon motion moved by Matthew Norton and 2nd by Elizabeth Monks to approve the Request for Transfer from the Reserve Fund for Susan Roche, Recreation Director for Vacation Buyback in the amount of \$2,397.00.

VOTED¹: To approve the Request for Transfer from the Reserve Fund for Susan Roche, Recreation Director for Vacation Buyback in the amount of \$2,397.00. Stephen Walsh and Kelly Seifert supported the motion.

Upon motion moved by Stephen Walsh and 2nd by Kelly Seifert to approve the Request for Transfer from the Reserve Fund for Zbigniew Cytrynowski, Town Hall Custodian for Vacation Buyback in the amount of \$938.80.

VOTED²: To approve the Request for Transfer from the Reserve Fund for Zbigniew Cytrynowski, Town Hall Custodian for Vacation Buyback in the amount of \$938.80. Elizabeth Monks and Matthew Norton supported the motion.

Linda said Advisory agreed to draft a letter to the Planning Board to address the FY19 authorization of overtime for their clerk. Mike said he sent the notification to the Planning Board on May 24, 2019 but did not hear back. Per Massachusetts General Laws, department heads must remain within their budget. The committee agreed that a copy of this communication also be sent to Ed Thorne, Town Manager.

Stephen Walsh asked Mike about a recent meeting with the Board of Selectmen that there were holes in the FY20 Budget.

Mike said there are three budget concerns:

1. The cost for Charter Schools came in higher than what was budgeted. Building permit fees will be increased effective October 1, 2019 cover the cost.
2. The State Lottery money to the town fell short.
3. Due to the ban on watering, an "unintended consequence". The cost to build a well from scratch will cost 150M. Mike is meeting with the Water Department to discuss raising rates.

¹⁻² The Chairperson did not vote on these motion

Mike also noted that the trash contract expires on January 1, 2020 and they expect the rates to increase. Trash disposal is expensive and we'll probably have to pay to get rid of the recycling. Residents are including trash with recyclable causing contamination.

Linda thanked Mike for coming.

The committee reviewed the following correspondence:

- The Report of 2019 will go out to departments on December 26th.
- Board of Selectmen sent an invite to all departments and committee in an effort to promote greater collaboration and create better systems of cooperation and support working within the town. Linda suggested committee members create a list for discussion. Stephen Walsh noted that Advisory just learned of three holes in the FY20 budget; first time their learning of this.

Some recommendations discussed tonight are as follows:

- Post Pembroke Annual Town Report online
- Transition Payroll to bi-weekly
- Implement direct deposit for all employees
- Combine resources between the town and school department, i.e. purchasing to leverage discounts; legal representation; human resources; financial forecasting; healthcare costs
- Snowplowing – school should be using their own vehicles

The town just implemented new financial software to align with the school department. The committee agreed to request a copy of the most current FY20 Operating Budget and begin receiving a copy monthly. An email will be sent to Mike Buckley, Town Accountant for this request.

Stephen Walsh updated the committee on the status of the Town Manager search. They met for the second time last week and reviewed five search firms. They will open the bid and determine the best company; this selection should be completed by October 25, 2019. Candidate search will then take another 14-18 weeks.

Advisory received three applicants interested in membership. All three will be invited to interview at the next Advisory meeting.

Upon motion moved by Stephen Walsh and 2nd by Elizabeth Monks the meeting minutes of July 22, 2019 was

VOTED³: To accept the meeting minutes of July 22, 2019. Linda Peterson supported the motion. Matt Norton and Kelly Seibert abstained.

The next meeting is scheduled for Monday, September 30, 2019 at 7:00pm.

Advisory adjourned at 8:17PM.

Respectfully submitted,

Stephen Walsh, Clerk

¹⁻² The Chairperson did not vote on these motion