

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
04 November 2019

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 04 November 2019. Also present were Stephen Walsh, Sandra Beaton, Patrick Chilcott, Tim Landy and Kelly Seifert

Absent: Maria Karas, Matthew Norton

Linda Peterson opened the meeting and reviewed the following correspondence:

- Pembroke Community forum scheduled to gain citizen input on the next Town Manager – November 20, 2019 at 7:00pm at the Pembroke Public Library. Patrick asked if this was something Advisory members should attend. Sandra said she was planning to attend, Linda may as well. Stephen Walsh noted this was a public forum to discuss with residents the candidate they're recruiting for and look for input. The research company is doing their due diligence as part of their contract.
- Deborah Wall, Library Director notified Advisory that the Library's boiler blew a vent and destroyed the circuit board. Once she has a final cost of repair, she will submit a request to pay for the damage. Patrick asked how an emergency works. Linda said the reserve fund is used for unanticipated costs and emergency items. Patrick noted that the School would cover emergency costs in their budget.
- Linda said requests received such as Vacation Buyback should be included in department budgets versus using the reserve fund. Advisory did send an email to Ed Thorne and Michael Buckley suggesting this be considered for FY21 budget. Linda said Advisory receives the budget from Ed Thorne by end of January or early February and normally concentrate on Police, Fire, DPW and sometimes Municipal Services in Town Hall. Stephen Walsh noted that the biggest concern is that money comes in and gets spent and Advisory is told we don't have the money. Departments may pad their budget, for example when gasoline was \$4.00 a gallon and dropped to \$2.00 a gallon, the same money was budgeted which added approximately \$30,000 to their budget. Another example discussed was the DPW purchasing salt for the next year; deficit spending at end of year, causing a \$300,000 - \$400,000 set back on budget. The discussion then continued on vacation buyback. Sandra asked how many days per year; what if we can't pay for it. Linda said it would go to the next Town Meeting to pay the bill. Michael Buckley has a separation fund; pay out per contract 1 for 1. Patrick said the school is capped at a certain number of days. Stephen Walsh said that Whitman recently passed an annual rollover maximum of nine days. Linda said there is not a cap year to year. Patrick said the school talked about this for a long time, there is no short term disability or long term disability for maternity leave. Employees must use their own time. Sandra said where she worked if they did not use it, it would roll over. Linda said, couldn't we offer STD & LTD. Patrick said he doesn't know why we don't. This is a topic for discussion with Michael Buckley, Town Accountant. Stephen Walsh asked if it would be worth it to have one HR department between the town and school. Patrick said there is one person who works as Business Manager and performs some HR duties, also works as recording secretary for the School Committee. She manages employee licenses, new hire set up, interacts with town hall, and submits bills and works with Erin Obey on benefits and workers compensation claims. The school has a staff of about 420 employees. At town hall, HR functions are shared by the Town Treasurer's office and Town Manager's office.
- Sandra Beaton completed her research on the town warrant process for Norwell and Hingham. Norwell clarifies who, what and when. Advisory assigns members to departments to work as liaisons. Hingham uses an article tracker leading up to the warrant and assigns Advisory committee liaisons to follow-up on

¹⁻³ The Chairperson did not vote on this motion

the assigned articles. Linda noted that Advisory decides on each article; sometimes data is missing and we would have to “hold” off on our recommendation on particular articles. Sandra pointed out the timeline Hingham uses with due dates. Patrick thanked Sandra on an awesome job. He suggested putting something together to partner with the Board of Selectmen’s office, DPW. Linda said Ed Thorne does schedule department head meetings to review budgets and explains what he’s looking for from them. Linda asked “how would it work”? Tim said, we would present our outline and mile stones, and then ask, what do you think? Linda noted that the Town Manager is responsible for the budget and Advisory moves the motion at Town Meeting.

- Patrick Chilcote discussed his presentation he prepared for tonight’s meeting and asked “what is our role”, were getting hung up on who’s doing the budget. We should be looking at internal control, structure, meeting fiduciary responsibilities, understanding trends and figuring out a structure. Sandra said Advisory should present their role and recommendations to the town. Advisory recommends, etc. and here’s why. Tim asked, can’t Advisory put out their own document? Linda said the preliminary warrant sometimes has no explanations. Tim said it’s our opportunity to ask why do you want it and the funding source must be included. Patrick said we know when town meeting is scheduled and keep coming back to a sub-committee. We can set up a schedule working back. It gets to “what is our role and goals for the committee”. Tim said it gives people the opportunity to step up. Patrick said it makes sense to schedule updates with the Board of Selectmen. It’s a lot of work but we could add huge value to the process by adding a common template and timeline. The sub-committee would get together outside of Advisory meetings and bring information back. The sub-committee would have no authority to act but divide up work. Sandra said for example; form liaisons: list priorities, what are changes you expect to see, challenges, collect data and bring to committee; have some structure. Patrick said if you look at the slides, we could do 3-4 things; build credibility. Patrick recommended forming three sub-committees; 1) town warrant (put schedule together and report back) 2) budget (develop trends and analysis) ask BOS so we cross communicate 3) long range planning (capital) what are the financials. Linda said that Michael Buckley, Kathleen McCarthy and Catherine Salmon are scheduled to meet with Advisory on November 25th to discuss revenues and discuss a timeline. We need to be less reactive and more proactive. Linda suggested the committee select one or two topics and set up timeline that works for Advisory.

Upon motion moved by Patrick Chilcott and 2nd by Tim Landy to establish a budget and town warrant sub-committee with membership to be determined for FY21.

Linda suggested Advisory starts with one sub-committee.

Motion revised to establish one sub-committee, moved by Patrick Chilcott and 2nd by Tim Landy to establish one sub-committee for the budget with membership to be determined for FY21.

VOTED¹: To establish one sub-committee with membership to be determined for FY21.

Patrick Chilcott, Tim Landy, Sandra Beaton, Stephen Walsh and Kelly Seifert supported the motion.

Patrick said we need to do some work outside of this meeting to make sure were getting work done, fact finding and research like we did last week. Patrick suggested Advisory develop a timeline of when we’re going to meet deliverables. Stephen Walsh said maybe we need a sub-committee for the town warrants too. Tim doesn’t see a difference between the budget and the town warrant, either way we’ll have to divide and conquer. We should rough out a timeline to see what it looks like, so we don’t lose two weeks.

¹⁻³ The Chairperson did not vote on this motion

Linda said Advisory received an application for Advisory membership, Mathew Rushing. He is scheduled to meet with Advisory on Monday, November 18th at 7:00pm. Not meeting scheduled on November 11th as it is a holiday.

Upon motion moved by Patrick Chilcott and 2nd by Tim Landy the meeting minutes of September 30, 2019 as amended was

VOTED²: To accept the meeting minutes of September 30, 2019 as amended. Patrick Chilcott, Tim Landy, Stephen Walsh, Kelly Seifert and Sandra Beaton supported the motion.

Upon motion moved by Patrick Chilcott and 2nd by Kelly Seifert the meeting minutes of October 28, 2019 as amended was

VOTED³: To accept the meeting minutes of October 28, 2019 as amended. Patrick Chilcott, Tim Landy, Kelly Seifert and Sandra Beaton supported the motion. Stephen Walsh abstained

The next meeting is scheduled for Monday, November 18, 2019 at 7:00pm.

Advisory adjourned at 8:35PM.

Respectfully submitted,

Stephen Walsh, Clerk

¹⁻³ The Chairperson did not vote on this motion