

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
09 December 2019

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 09 December 2019. Also present were Stephen Walsh, Sandra Beaton, Matthew Norton and Tim Landy

Absent: Patrick Chilcott, Kelly Seifert and Maria Karas

Guest: Michael Buckley, Town Accountant; Kathleen McCarthy, Town Collector/Treasurer; Catherine Salmon, Chief Assessor

Linda Peterson opened the meeting and welcomed Michael Buckley, Kathleen McCarthy and Catherine Salmon.

Mike distributed FY21 operating budget worksheet to develop an understanding of shared costs. The debt supports schools and town; pension assessment; unemployment; life insurance and property insurance. He said the town is obligated to debt, health insurance and life insurance and the only way to reduce is by reducing payroll.

- Pension - Pembroke is part of the Plymouth County Retirement System. As of January 2019, full liability is 74M; assets of 45M; being fully funded by 2051. Stephen Walsh asked about the percent. Mike referred to the second page of the handout (investment return); and noted Pembroke could petition legislature to get out of system. Returns are high; studies are done every two years; locked in for two years. FY21 payment \$3,699,885. Sandra Beaton questioned the negative return for 2018; Mike agreed.
- Unemployment – we do not pay tax, we're self-insured and responsible for unemployment.
- Workers Compensation – established new trust fund.
- Health Insurance – Part of the Mayflower group; won't know about an increase until March. Budgeting for 3.5% increase.
- Medicare Tax – subject to pay and match this tax; budgeting 2.5% increase.
- Property Insurance increase \$15,000. We haven't gone out to bid; Board of Selectmen did not go with lowest bidder.

State Assessments – Mike referred to his handout for FY19-21 State Aid Calculations. You'll see an increase of 2.5% on the bottom block of the handout except for Charter Schools. In FY18-FY19 it almost doubled. They took the average increase over the last three years and came up with \$287,256. Mike noted that "general government aid" is lottery money (state doesn't like to call it that). School Chapter 70, increase of \$87,000 (\$30 per pupil).

- Changes to note: new growth estimate decreased; allowable 2.5% increase; free cash – no deficit – we're at \$500,000; free cash – long term liability.

Mike said he met with the water commissioners and consultant last Monday night. They completed a rate study and will be presenting to the Board of Selectmen next week. There may be a 25% rate increase; rates have not been raised in 12 years. This increase would be a catchup to make repairs.

Mike said he wanted to put Advisory on notice that as the search for a Town Manager moves forward no funds were put aside in FY20 budget to cover their salary. Mike discussed with Town Council today. The funding begins in FY21. Ed Thorne's contract ends June 30, 2020.

Linda thanked Mike, Kathleen and Cathy for coming.

Linda asked the committee about discussing a vote to appoint Matthew Rushing to Advisory. Town Council suggested a "disclosure" be completed and kept on file for all members with a conflict. Linda noted three voting members absent. Linda suggested notifying Stephen Dodge to Advisory's January 6th meeting and sending him Matthew Rushing's application.

¹⁻² The Chairperson did not vote on this motion

Upon motion moved by Matthew Norton and 2nd by Stephen Walsh to table the vote to appoint Matthew Rushing to Advisory until the next meeting scheduled for January 6, 2020.

VOTED¹: To table the vote to appoint Matthew Rushing to Advisory until their next meeting scheduled for January 6, 2020. Matthew Norton, Stephen Walsh, Sandra Beaton and Tim Landy supported the motion.

Linda noted Advisory did not receive copies of department budgets from Ed Thorne, Town Manager, Advisory suggested sending Ed an email to request copies of department budgets for their next meeting scheduled for January 6, 2020.

Upon motion moved by Matthew Norton and 2nd by Tim Landy the meeting minutes of November 25, 2019 was

VOTED²: To accept the meeting minutes of November 25, 2019. Matthew Norton, Tim Landy, Stephen Walsh, Sandra Beaton and supported the motion.

Sandra Beaton forwarded information to committee members in regards to receiving monthly financial reports. She received this information from the Mass. Gov. website.

Tim Landy forwarded his thoughts and questions to committee members. Tim is suggesting an Advisory report for residents that could be posted to the town website. He looked at what other towns are doing. He will work on an outline and present at the next meeting.

The committee also reviewed the FY20 Operating Budget as of 11/30/19 and FY20 revenue report as of 11/30/19 which includes FY18 & FY19 Actuals.

The committee discussed remote access to meetings if members are unable to attend. Permission must be granted from the Board of Selectmen. Tim said the Board of Selectmen voted to approve for all boards. Technology is an issue for this meeting room and we don't have the appropriate equipment. This discussion was tabled.

The next meeting is scheduled for Monday, January 6, 2020 at 7:00pm.

Advisory adjourned at 8:42PM.

Respectfully submitted,

Stephen Walsh, Clerk

¹⁻² The Chairperson did not vote on this motion