

TOWN OF PEMBROKE  
APPROVED  
ADVISORY COMMITTEE MINUTES  
24 FEBRUARY 2020

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 24 February 2020. Also present were Stephen Walsh, Sandra Beaton, Kelly Seifert, and Matthew Rushing.

Patrick Chilcott arrived at 7:10PM

**Absent:** Tim Landy, Maria Karas and Matthew Norton

**Guest:** Michael Buckley, Town Accountant

Linda Peterson opened the meeting and welcomed Mike Buckley, Town Accountant. Mike said the town did not receive any bids on the property at 660 Washington Street. There is \$150,000 available for the Capital Budget; some things on the list are not capital items. The Board of Selectmen and the School have another joint meeting scheduled for Thursday, February 26, 2020 to continue the School's budget short fall. Patrick Chilcott said he would ask for the presentation from this meeting.

Mike was asked if he could provide FYF18 & FY19 actuals for the committee. The Snow & Ice line item is earmarked for \$500,000 for this year; budget line item is currently \$76,000.

Committee members discussed the role of this committee; Linda reviewed the by-laws. The committee would like to define "point of financial control process" and suggested preparing a budget. Mike said Revenue is solid and suggested reviewing pricing, Police, Fire, DPW, Library and Council on Aging. Linda said Advisory could invite Department Heads. Mike noted three things could happen at town meeting; residents could vote an unbalance budget, vote proposition 2 ½, vote from one department budget to another. The budget would then have to be balanced by November. Linda noted that Advisory can discuss valid reasons to hold the line. Patrick Chilcott suggested putting together historical trend data and identifying the risks and opportunities. Mike said Advisory could act as a reporting committee to educate and report both sides. Kelly Seifert said every department budget increases every year; don't think we can pick on one department but maybe cut across the board. Stephen Walsh suggested a level funded budget. Mike said it's a little late for that.

The committee reviewed the Annual Town Meeting Warrant Articles as follows:

Article 1 – Wage & Classification Plan – Appendix A needed – skip

Article 2 – Operating Budget – skip

Article 3 – Water Enterprise Operation Budget – Appendix C needed – skip

Article 4 – Solid Waste Operating Budget – Appendix D needed – skip

Article 5 – Capital Budget – Appendix E needed – skip

Article 6 – Trust Fund Transfers - not all funding identified – need figures – skip

Article 7 – Community Preservation Fund Allocations - skip

Article 8 – Revolving Fund Limits – Council on Aging is \$110,000. Linda suggested a review of funding from last year – she will look at the town report. skip

**Article 9 – Fund Septic Betterment Program** – the committee agreed it was a good program

Upon motion moved by Kelly Seifert and 2<sup>nd</sup> by Stephen Walsh, **Article 9 – Fund Septic Betterment Program** was

**VOTED<sup>1</sup>:** **Favorable Action** for Article 9 - Fund Septic Betterment Program. Kelly Seifert, Stephen Walsh, Sandra Beaton, Patrick Chilcott and Matthew Rushing, supported the motion.

<sup>1-8</sup> The Chairperson did not vote on this motion

#### **Article 10 – Enter MOU to Allow Transportation Reimbursement**

Upon motion moved by Patrick Chilcott and 2<sup>nd</sup> by Sandra Beaton, **Article 10 - Enter MOU to Allow Transportation Reimbursement** was

**VOTED<sup>2</sup>: Favorable Action** for Article 10 - Enter MOU to Allow Transportation Reimbursement. Patrick Chilcott, Sandra Beaton, Kelly Seifert, Stephen Walsh and Matthew Rushing, supported the motion.

Article 11 – Fund Collective Bargaining Agreements – Advisory would like to review the contracts – skip

Article 12 – Hire two Water Department staff – Water Technicians – the committee would like more information on this article and agreed to request more information from Gene Fulmine, DPW Director.

#### **Article 13 – Amend Classification & Compensation Bylaws: Part-Time**

Upon motion moved by Patrick Chilcott and 2<sup>nd</sup> by Kelly Seifert, **Article 13 – Amend Classification & Compensation Bylaws: Part-Time** was

**VOTED<sup>3</sup>: Unfavorable Action** for Article 13 – Amend Classification & Compensation Bylaws: Part-Time. Patrick Chilcott, Kelly Seifert, Sandra Beaton, Stephen Walsh and Matthew Rushing supported the motion.

#### **Article 14 – Amend Classification & Compensation Bylaws: COA Driver**

Upon motion moved by Patrick Chilcott and 2<sup>nd</sup> by Sandra Beaton, **Article 14 – Amend Classification & Compensation Bylaws: COA Driver** was

**VOTED<sup>4</sup>: Unfavorable Action** for Article 14 - Amend Classification & Compensation Bylaws: COA Driver Patrick Chilcott, Sandra Beaton, Kelly Seifert, Stephen Walsh and Matthew Rushing supported the motion.

#### **Article 15 – Amend Classification & Compensation Bylaws: Library**

Upon motion moved by Patrick Chilcott and 2<sup>nd</sup> by Kelly Seifert, **Article 15 – Amend Classification & Compensation Bylaws: Library** was

**VOTED<sup>5</sup>: Unfavorable Action** for Article 15 – Amend Classification & Compensation Bylaws: Library, Patrick Chilcott, Kelly Seifert, Sandra Beaton, Stephen Walsh and Matthew Rushing supported the motion.

#### **Article 16 – Amend Town Bylaws: Financial Management Team**

Upon motion moved by Patrick Chilcott and 2<sup>nd</sup> by Sandra Beaton, **Article 16 – Amend Town Bylaws: Financial Management Team** was

**VOTED<sup>6</sup>: Favorable Action** for Article 16 – Amend Town Bylaws: Financial Management Team Patrick Chilcott, Sandra Beaton, Kelly Seifert, Stephen Walsh and Matthew Rushing supported the motion.

#### **Article 17 – Amend Town Bylaws: Leash Law Violations**

Upon motion moved by Kelly Seifert and 2<sup>nd</sup> by Matthew Rushing, **Article 17 – Amend Town Bylaws: Leash Law Violations** was

**VOTED<sup>7</sup>: Favorable Action** for Article 17 – Amend Town Bylaws: Leash Law Violations Kelly Seifert, Matthew Rushing, Patrick Chilcott, Sandra Beaton and Stephen Walsh supported the motion.

<sup>1-8</sup> The Chairperson did not vote on this motion

Article 18 – Amend Town Bylaws: Right to Farm Bylaw – committee agreed to request more information from the Health Agent – skip

Patrick Chilcott left the meeting at 8:41pm

The committee skipped the Zoning Board Articles

Article 35 –Citizen’s Petition Article: The ARC of the South Shore – no information on need – skip

Article 36 – Citizen’s Petition Article: S.S. Community Action Council – Mike Buckley will provide the DOR Recommendation for such Articles.

Advisory agreed to request a copy of the Article Appendix’s from Sabrina Chilcott, Assistant Town Manager.

### **Special Town Meeting Warrant Articles**

Article 1 – Department Transfers – Election Salaries \$45,000 – skip

Linda reviewed two correspondence topics from the agenda:

- The committee did receive a response from Maria Karas who she has missed several meetings and is unable to continue as a member for Advisory and will submit her resignation.
- The Board of Selectmen’s office received an email from a company call REVIZE who specializes in government websites. They were reviewing department minutes from the Pembroke website and quoted text from Advisory’s meeting minutes in an email to the Board of Selectmen’s office. It was first believed that REVIZE accused us of deliberating outside the open meeting law but instead was a sales call. REVIZE is a user-friendly, non-technical and affordable software created for Government website success. It’s a good lesson to document minutes of a more general committee discussion.

Upon motion moved by Matthew Rushing and 2<sup>nd</sup> by Stephen Walsh to approve the meeting minutes of February 10, 2020.

**VOTED<sup>8</sup>:** To accept the meeting minutes of February 10, 2020. Matthew Rushing, Stephen Walsh, Kelly Seifert and Sandra Beaton supported the motion.

Stephen Walsh noted he not be available for Advisory’s next meeting.

The next meeting is scheduled for Monday, March 2, 2020 at 7:00pm. Advisory adjourned at 9:00PM.

Respectfully submitted

Stephen Walsh, Clerk

<sup>1-8</sup> The Chairperson did not vote on this motion