

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
2 MARCH 2020

Linda Peterson, Chairperson opened the meeting of the Advisory Committee in Pembroke Town Hall at 7:00PM on 2 March 2020. Also present were Stephen Walsh, Sandra Beaton, Kelly Seifert, Matthew Norton and Matthew Rushing.

Absent: Patrick Chilcott, Tim Landy and Maria Karas

Guest: Sabrina Chilcott

- The committee discussed the DOR status report requested and received from the Town Manager's office. Matthew Rushing noted this question was raised at a recent Board of Selectmen meeting. The document is a status update. Who is validating the updates to this report, for example, #32 Consolidating Utility accounts; #4 Formalize the budget process; #17 Create Job Descriptions for all departments. Sabrina Chilcott said employee job descriptions are in the Board of Selectmen's office and she could provide copies if requested.
- Sabrina was asked if she knew who was staffing the Recycling Center. She said it's staffed by DPW management, Scott Glauben and Gene Fulmine and they're paid a fixed amount. Advisory's noted this additional income contributes to their pension.
- Sabrina was asked to clarify the role of the Emergency Management Directors. She said the Emergency Management Directors are the Fire Chief and Police Chief; they're paid a fixed amount for this role. In case of an emergency, the Board of Selectmen would declare an emergency which authorizes the purchase of emergency supplies. However, with the Town Manager Act the responsibility shifted to the Town Manager.
- Sabrina said the Town Warrant Article Appendix's requested by Advisory will be sent next week.
- The Board of Selectmen is scheduled to meet on Tuesday, March 3, 2020 with the School Department and on Wednesday, March 4, 2020 to vote to select a new Town Manager.
- Linda noted she looked back at last year's Revolving Fund Limits (Article 8) regarding Conservation #3. Conservation 1 & 2 was listed last year; they want FT staff member. Money was redirected from revolving fund to the General Fund. Two part time positions changed to 1 FT position.
- For clarification, the document received from Michael Buckley, Town Accountant (page 25 of handout) is a list of special funds not revolving funds.
- The committee reviewed and discussed the Capital Budget Plan (page 59 of handout). The requests total 4.7M; available funding is 1.1M. The committee is not sure if 1.1M is accurate due to the non-sale of 660 Washington Street property. The committee agreed to invite Ed Thorne, Town Manager to their next meeting on Monday, March 9, 2020. Michael Buckley, Town Accountant previously indicated he would be available. The committee further discussed some requests as follows:
 - Pembroke Schools – Security Cameras \$25,000 (there is a grant program available)
 - Library – Technology Equipment \$11,000 (they received a \$25,000 technology grant); what is this for?
 - Herring Run Culvert replacement - \$204,000 (there is a grant program available)
 - Police vehicle replacement and purchase - \$235,000 – they buy two vehicles every year but they don't get rid of any. (All vehicles require insurance).
 - Police, Fire & DPW requests – what are the details of these requests; why this year? Why is Police training under the Capital Budget Plan; there is \$150,000 for training in the Police budget.

¹ The Chairperson did not vote on this motion

Advisory received an invite from Erin Obey, School Superintendent to attend the School Committee meeting on Wednesday, March 18, 2019 at 7:00pm in the Library of North Pembroke Elementary School. Advisory agreed to attend. A confirmation response will be sent to Erin.

Upon motion moved by Stephen Walsh and 2nd by Kelly Seifert to approve the meeting minutes of February 24, 2020.

VOTED¹: To accept the meeting minutes of February 24, 2020. Stephen Walsh, Kelly Seifert, Matthew Rushing and Sandra Beaton supported the motion. Matthew Norton abstained.

Advisory did hear from Maria Karas who indicated she is not able to attend meetings and will submit her resignation. Another email will be sent to Maria confirming her resignation.

The Planning Board has scheduled a public meeting for Monday, March 16, 2020 for the Zoning Board Town Warrant Articles.

Stephen Walsh and Kelly Seifert will not be available for Advisory's next meeting.

The next meeting is scheduled for Monday, March 9, 2020 at 7:00pm. Advisory adjourned at 9:10PM.

Respectfully submitted

Stephen Walsh, Clerk

¹The Chairperson did not vote on this motion