

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
21 MAY 2020

Linda Peterson, Chairperson opened the meeting of the Advisory Committee via ZOOM/PACTV- VIRTUAL and read the statement pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law at 6:00PM on 21 May 2020.

Also present were Stephen Walsh, Kelly Seifert, Patrick Chilcott, Tim Landy, Sandra Beaton, Matthew Norton and Matthew Rushing.

Guests: Bill Chenard, Town Manager; Sabrina Chilcott, Assistant Town Manager

Linda welcomed Bill Chenard, Town Manager, invited to discuss how he sees the partnership between the Town Manager and Advisory.

Bill said he reviewed the Town of Pembroke plans and overview thoughts of the Town Manager Act & By-laws and how process should work:

- The budget process is the responsibility of the Town Manager and Town Accountant; Department Managers in concert with the Town Manager requests. Town Manager and Town Accountant prepare revenue.
- The Board of Selectmen set the trash fees; Water Commissioners set water fees. In review of water fees, Pembroke doesn't go out and raise fees too much.
- Advisory is a conduit to Town Meeting; residents of town.
- Review Planning Board recommendations.
- The Board of Selectmen set policy and the Town Manager makes policy happen.
- The Library reports to the Library Trustees.
- Trying to get a budget in balance in 10 days and to make the June 16, 2020 Town Meeting happen. This year is not the norm.
- He will present the complete budget to Advisory next week and walk through it. We'll have to make assumptions and make sure all numbers match. Bill's intent is to give Advisory what's needed to make an informed decision. This year is going to be a challenge.
- For FY22 we should have information well in advance and review in depth. Bill will start the process in January; adjusting prior to Town Meeting. We will look at historical trends if numbers don't tie to the past and talk about assumptions, he likes to focus on expenses.
- Bill has concerns about employee contracts and will put a policy in place for employee contracts and CBA. He has not read them all but will read them.
- Next year, closer to Town Meeting, he will work with Advisory and Board of Selectmen to have a presentation for Town Meeting; he prefers to present a joint presentation. Town Manager should have the best understanding of the budget and operations, Advisory should have the second best and then the Board of Selectmen should be right there beside you. Do this as a group, bring in the school committee. He likes to share the stage with the school superintendent. Bill said he should be communicating to the School Superintendent and she should be communicating to him. In his first meeting with the School Superintendent they both agreed to have no surprises, which this is why he won't be sharing information about the school until communicating to the superintendent and asked her to do the same on the town side.
- When he kicks off the budget process he likes to have a joint meeting with the Board of Selectmen, Advisory and the School. This allows our residents to understand where our budget is.
- Bill said if you have questions to focus them through the Town Managers office. This allows us control; if you let it get out of control you get mass questions and some of the same questions from five different people. Then we're just responding and spinning our wheels. He asked that Advisory if they have any questions to send to the chairperson to send to the Town Manager's office.

Linda thanked Bill.

Questions for Bill:

- Bill was asked if all committee members could have a town of Pembroke email address. Bill said the budget won't support it; will not be able to do. Sabrina explained that there are 189 positions for town committees and boards (some positions are vacant); license fee is \$12 a month.
- "What ifs" the town gets a cut of money from state – 9C cuts. Do we have a priority list prepared to streamline process to where we want to spend this money? Bill said State will hold for FY21.
- What can Advisory do to help you? Bill said he would appreciate the committee's patience. He said the town is siloed and he needs to bring together as one community.
- Bill was asked about the CARES Fund. Bill said we have identified them but not counting on funds in the FY21 budget. We have identified \$513,000 to date.
- Bill was asked if he needed anything from Advisory. He said he will be presenting the FY21 budget next week, soup to nuts. He suggested Advisory review Article 11 – Fund Collective Bargaining Agreement for a committee vote.

The committee agreed to review the "rough draft" power point presentation page by page.

- Matthew Rushing began by explaining the cover page which displays water under a bridge and it being symbolic of "water under the bridge".
- The next page outlines agenda items; strategic goals; process development guidelines; operating model; SWOT analysis; FY21 recommended tasks; data request and next steps. Matt noted Advisory got a lot of spreadsheets, no context of why different and changing. Linda said when getting to town meeting floor all together, we shouldn't have that issue in the future. Patrick noted that the structure of data requests from data received (strengths/weaknesses) not much else we need to do. Tim said it's tactical versus strategic; the conversations have been bridged. Advisory can advise on other things noting an upcoming IT contract. Bill said IT is on the list to review end of summer, trash also.

Bill asked the committee if they had 5-10 minutes to view a budget document template he created in Natick. This is an overview of the DPW. The committee agreed. He proceeded to display the document and walk through the details. Some highlights included a roll-up page, structure of the department; department detail budget by line item; where we want to be and how to get there. He was asked about the number of town employees in Natick. Bill said there are 440 general staff and 1200 school employees. He wants to make Pembroke more efficient. He also suggested preparing an Executive Summary for Town Meeting so it's easy to understand.

The committee discussed Article 11- Fund Collective Bargaining Agreements. Sabrina noted the full contracts are posted on the town website. The Superior Officers Contract last in effect expired in 2007. The MOA is incorporated into the 2007 expired document. Sabrina will email that one to the committee.

Upon motion moved by Stephen Walsh and 2nd by Sandra Beaton **FAVORABLE ACTION** on Article 11 - Fund Collective Bargaining Agreements.

VOTED¹: FAVORABLE ACTION on Article 11 -Fund Collective Bargaining Agreements via **Role Call**: Kelly Seifert YES; Patrick Chilcott YES; Stephen Walsh YES; Matthew Norton YES; Matthew Rushing YES; Tim Landy YES; Sandra Beaton YES; Linda Peterson YES.

Matthew Rushing noted that rubber stamp vote is not appealing to him. He would like Advisory to provide input/influence on contracts going forward. Determine Advisory's role. Bill Chenard said Advisory has not played an active role; it's after the fact. Advisory would determine two things 1) can the town afford it 2) is it a reasonable contract (be an advocate).

Linda asked Bill if the town has heard back from the Plymouth Pension system to level fund next year and the Mayflower Health Insurance for a rate relief. Bill said he has not received an answer yet but placed a

call to Plymouth Pension. He is scheduled to attend a meeting with Mayflower on 5/28/20 and will hopefully have some answers.

Upon motion moved by Matthew Norton and 2nd by Matthew Rushing to approve the meeting minutes for May 11, 2020 as amended.

VOTED²: To accept the meeting minutes of May 11, 2020 as amended via **Role Call:** Kelly Seifert YES; Patrick Chilcott YES; Stephen Walsh YES; Matthew Norton YES; Matthew Rushing YES; Tim Landy YES; Sandra Beaton YES; Linda Peterson YES.

The next meeting is scheduled for Thursday, May 28, 2020 at 6:00pm Virtual via PACTV/ZOOM. Advisory adjourned at 7:30PM.

Respectfully submitted

Stephen Walsh, Clerk