

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
4 JUNE 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 04 June 2020.

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

Patrick Chilcott left the meeting at 7:11PM

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

Linda welcomed Bill Chenard, Town Manager, invited to present an update of FY20 Expenses:

- Bill noted that at the Board of Selectmen meeting last night they voted to change to Annual Town Meeting date from June 23, 2020 to June 30, 2020 (tentatively).
- As of the end of May 2020 92% of the budget has been expended; at this time budgets are usually 86% - 90% expended. Bill said we're OK on the expense side.
- Available funds: \$474,715.79; Expended Funds: \$386,507.09; Remaining Funds: \$25,268.95 – 89% expended. He shared the following information of departments Expended Funds:
- Town Assessors 86%
- Town Clerk 86%
- Planning, Zoning, Conservation 86%
- Police Department 88%
- Fire Department 85% - Bill noted they do have some vacancies
- Inspectional Services 89%
- DPW 89% - this does not include Snow & Ice
- Council on Aging 90% - he's not quite sure why
- Library 88%
- Recreation 80%
- Debt, Principal, Interest 99% -Bill mentioned he wants to bring in a Financial Advisor and include Advisory for this presentation.
- Insurance 85% - Bill plans to negotiate a lower rate; he said if you don't ask you don't know what you'll get.
- Pension 100% - Bill was asked if there is any risk due to how the stock market has fluctuated. He said yes but there are some options. He's not sure when the next actuary is but it's usually done every two years. One option would be to extend it out.
- Utilities 81% - Bill was asked if Pembroke is getting a return from Solar and if there are plans for another solar farm. Bill said solar is performing well and discussed the downside of placing solar on roofs but will review.
- Bill concluded that we're OK with the exception of Snow & ice. He said he will review Revenue with Advisory at a future meeting. Bill noted that 3rd quarter revenues (January/February/March) came in on target. Excise tax was on target/slightly above. Bill explained that excise tax is for both vehicles and boats. The excise tax for vehicles is based on the value of the vehicle versus boats where it's the length of the boat; not value.
- Bill shared a white paper on Free Cash from the Department of Revenue. He will send to the committee. Ideally we should take 5%-10% per year and put it toward debt; we'll have enough to maintain our buildings.
- The Stabilization Fund should be a little higher.

Restaurant Re-opening Plan – Bill acknowledged Lisa Cullity, George Verry, Ken McCormick and Sabrina Chilcott for their hard work to make sure these restaurants are ready to open.

Bill was asked about the status of Pembroke's reimbursement from the CARES Act. Bill said they're still working with them but some items submitted were not eligible. For example OT; of the \$380,000 submitted it was reduced to \$100,000. The OT submitted was not "paid out"; you can't incur a cost for comp time.

Matthew Rushing asked Bill about the Small Business Sub-Committee he is leading; this was discussed and voted at last night's Board of Selectmen meeting. Bill said that Pembroke applied for a grant from the Attorney General's office and received \$50,000. He is looking for volunteers from the Board of Selectmen (2) and Advisory (2-3) and Bill will appoint (2) from the community. Members of this sub-committee should understand grant awards, the local business community and moving the grant process along. The sub-committee will determine what their needs are and how can we help them. Last night the Board of Selectmen selected John Brown and will wait until after the election on June 20, 2020 to select another BOS member. They hope to distribute the grant money by August 15, 2020. This sub-committee will meet approximately 2-4 hours a week, one or two days. Linda asked committee members if there were any volunteers. Patrick Chilcott, Matthew Norton and Stephen Walsh volunteered. Bill will forward the grant information to all three members by Monday, June 8, 2020. Linda asked if the sub-committee members could provide an update at Advisory's next meeting.

Upon motion moved by Linda Peterson and 2nd by Matthew Rushing to appoint three members of Advisory Committee to the Small Business Sub-Committee lead by Bill Chenard, Town Manager.

VOTED¹: to appoint three members of Advisory Committee to the Small Business Sub-Committee lead by Bill Chenard, Town Manager via **Role Call:** Stephen Walsh YES; Matthew Rushing YES; Sandra Beaton YES; Tim Landy YES; Kelly Seifert YES; Patrick Chilcott YES; Matthew Norton YES; Linda Peterson YES

Bill was asked what other committees he planned to lead. He said in late August he plans to establish a Budget Working Group with members of Advisory, Board of Selectmen and School Committee. He also has plans for a Capital Board to include members of Board of Selectmen, Advisory, School Superintendent and Department Heads that have Capital asks.

The committee discussed the Town Warrant Article motion assignments. It was determined that Linda will assign an Advisory member to all 16 Articles as a precaution if an Article which is part of the Consent Agenda is pulled to be voted separately at Town Meeting. Lisa Cullity, CPC Chairperson will read the motions for the CPC Articles. The Planning Board Article regarding the Flood Maps may be withdrawn. The Federal Government recently rescinded and the Town cannot adopt at this time.

The question was asked about the CARES Act and the second round of submissions. Sabrina explained that it's an ongoing rolling process through December. Michael Buckley, Town Accountant is currently putting that submission together. Matthew Rushing said he is looking at the list of items that went forward as requested through the CARES Act such as cleaning supplies, gloves, face shields, laptops (7). Bill said that was an old list and explained that we have to purchase the items to get reimbursed. Bill said the guidance is clear; if you actually spent the money you're not going to get the money unless you have receipts. Could we look at other opportunities to request and make a recommendation? Bill said we only have \$150,000 in Free Cash and Free Cash must be appropriated to spend it. We don't have the money.

Upon motion moved by Kelly Seifert and 2nd by Tim Landy to approve the meeting minutes for May 28, 2020.

VOTED²: To accept the meeting minutes of May 28, 2020 via **Role Call:** Kelly Seifert YES; Tim Landy YES; Stephen Walsh YES; Matthew Norton YES; Matthew Rushing YES; Sandra Beaton YES; Linda Peterson YES

The next meeting is scheduled for Thursday, June 18, 2020 at 6:00pm Virtual via PACTV/ZOOM.

Advisory adjourned at 7:40PM.

Respectfully submitted

Stephen Walsh, Clerk