

TOWN OF PEMBROKE
APPROVED
ADVISORY COMMITTEE MINUTES
23 JULY 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 7:00PM on 23 July 2020.

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

Guests: Michael Buckley, Town Accountant; Sabrina Chilcott, Assistant Town Manager

Linda welcomed Mike to discuss the FY20 Year End Transfers.

- Town Clerk Election Budget was underfunded and due to changes and new burdens this year in voting, a transfer request of \$28,803 from the Reserve Fund is required. Mike was asked if this would be reimbursed through the CARES Act. He said yes; it was submitted for reimbursement.
- Municipal inspections was underfunded and need to cover \$1,971 in mileage; requesting transfer from the Municipal Inspections Wages & Salaries.
- Animal Control was underfunded on the expense side; requesting a transfer of \$3,551 from Animal Control Wages & Salaries. Mike was asked about Animal Control combined with the Hanover. Mike said the Town of Pembroke entered into a contract for FY21 with the Town of Hanover. Hanover will send Pembroke \$34,960 for FY21. Mike forwarded the Animal Control Contract to Donna who in turn forwarded to committee members during tonight's meeting.
- The Pembroke Public Schools FY20 previous deficit was \$1,200,980 and was reduced to \$280,000. The funds will be transferred from Health Insurance and Short Term Debt. Linda asked if we received a Healthcare Insurance rate for FY21. Mike said yes, it came in at approximately a 1.5%-2% increase. We should see a reduction in enrollment with staff and school.
- DPW Police Details have never been funded; Gene Fulmine saved money from DPW Wages & Salaries to fund the \$25,000 transfer request.
- Snow & Ice Deficit of \$98,534; we underfund Snow & Ice and usually have a deficit. Request transfer from Property & Liability Insurance, Veterans Services and Short Term Debt. Mike was asked why there was \$60,000 in the Property & Liability Insurance; it seemed high. Mike said we have been self-insured for Workers Compensation and we had a good experience this year. He also noted that the Police and Fire have their own Stabilization Funds. Mike noted that Bill Chenard, Town Manager is in the process of looking at Property & Liability Insurance Providers. Tim suggested Advisory take an action item to work with Town Leadership to look into getting the town insurance worth having given our current Property Insurance proved inadequate for the storm damage to DPW.
- Veteran Services Wage & Salaries deficit of \$344.00 to be transferred from Veteran Services Expenses.
- Mike was asked what the balance of the FY20 Advisory Reserve Fund was prior to covering some of the year-end transfers. Mike said \$35,975.

Overall the FY20 Year-End Transfers total \$438,203.

Upon motion moved by Tim Landy and 2nd by Kelly Seifert to approve the FY20 Year-End Transfers in the amount of \$438,203.

VOTED¹: To approve the FY20 Year End Transfers in the amount of \$438,203 via **Role Call:** Stephen Walsh YES; Kelly Seifert YES; Matthew Rushing YES; Matthew Norton YES; Sandra Beaton YES; Tim Landy YES; Linda Peterson YES

Linda asked for clarification of Article 1 – Departmental Transfers. Sabrina said that Article 1 and Article 5 Solid Waste have been removed from the Consent Agenda due to financial changes. Although the total amount is the same, the numbers have change on the requests.

Mike explained as follows:

- Article 1 - Departmental Transfers - the total amount is \$127,272 as follows: \$24,824; DPW Fuel System: \$52,298; DPW Barn: \$50,000; DPW Hot Box.
- Article 5 – Solid Waste; \$100,000 surplus to subsidize budget; estimated \$100,000 less in Solid Waste Revenue.

Linda asked Sabrina if Advisory needed to revote these Articles. Sabrina said no.

Linda thanked Mike.

Linda attended the Town Meeting Walk Thru at Pembroke High School today with the Town Meeting Working Group.

- Town Meeting will be different this year but workable. Linda noted that we can seat 221 residents in both rooms (Auditorium and Cafeteria). If we have 222 residents attend, we will have to call the meeting.
- Advisory members will be seated in the third row of the center aisle of the Auditorium, social distancing spaced. The Advisory Chairperson and Clerk will be seated together at one of the tables below the stage. She said this would mean members assigned to the Motions would have to leave their seat and move to the closest microphone to read the Motion. All members agreed that would be fine.
- Everyone has been asked to arrive early, by 5:45pm if possible. Advisory is scheduled to meet at 6:00pm if necessary (agenda will be posted).
- A question regarding the Air Conditioning was asked. Sabrina noted that the school will operate the A/C 3-4 hours prior to the meeting w/o circulation, and then shut it off by 6:00pm. It should stay cool for the meeting. Masks are required and once seated, you must stay in your seat; no walking around.
- The Cafeteria will be for overflow and monitored by the Deputy Moderator/Stephen Curley. There will also be a designated area in the Cafeteria for residents unable to wear a mask.

Kelly Seifert left the meeting at 6:52pm

Small Business Sub-committee Update – Stephen Walsh said they had their first meeting last week. Bill Chenard, Town Manager is preparing the application and publication for posting. Once posted, the applications should be returned by end of August first of September 2020. The total grant money available is \$30,000 with a minimum of \$1,000 to maximum of \$5,000 per business.

Linda spoke about the vacant positions on Advisory. One application has been received. She is expecting other applications and suggested the committee invite all applicants to interview at Advisory's first meeting in September 2020. All agreed.

Linda asked Sabrina about meeting at Town Hall in September. Sabrina said we would have to follow the Assembly guidelines. Veterans Hall has been set up for hybrid meeting so some members could continue to attend virtually via ZOOM. Monday nights in September may be possible but currently the Planning Board is meeting on Mondays. Advisory can also continue meeting every other Thursday as we share Thursdays with Conservation.

Bill Chenard, Town Manager is available to update Advisory on the CARES Act, possibly budget changes and his priority list for FY21 at their next meeting on Thursday, August 6, 2020.

Sabrina noted the Fall Town Meeting is scheduled for October 20, 2020. The Warrant will open on October 6, 2020. There was discussion about the Warrant Articles submitted in January 2020 that will not be included in the Town Meeting of July 28, 2020 and whether or not they should be remanded. Sabrina noted that the Board of Selectman have not yet discussed.

Upon motion moved by Stephen Walsh and 2nd by Sandra Beaton to approve the meeting minutes for July 9, 2020.

VOTED²: To accept the meeting minutes of July 9, 2020 via **Role Call**: Stephen Walsh YES; Matthew Rushing YES; Sandra Beaton YES; Linda Peterson YES Matthew Norton Abstained; Tim Landy Abstained.

The next meeting is scheduled for Tuesday, July 28, 2020 at 6:00pm at Pembroke High School followed by the Annual Town Meeting at 7:00pm.

Advisory adjourned at 7:15PM.

Respectfully submitted

Stephen Walsh, Clerk